

Alverthorpe St Paul's Church of England Voluntary Aided School 3-11yrs

Admissions Policy



2020 – 2021

Signed

Chair of Governors

Dated

Admissions' Policy For Statutory School Age Places Only

The Governors are the admissions authority for the school. All applications will be ranked in accordance with the policy described below:

Applications for admission to school should be made on Wakefield Council's Common Application Form (CAF). Attendance at our nursery does not guarantee a place at our school. If the family lives outside Wakefield LA they must use their home LA application form.

Special Educational Needs

The School will admit children with Education and Health Care Plans in which the School is named on the Plan.

Admission Procedures

The Governing Body has responsibility for admissions to this school. The Planned Admission Number for admission to each school year is 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, normally, 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 rank all applications using the following criteria, which are listed in order of priority.

Over-subscription Criteria

If there are more applications for admission to the school than there are places available, governors will rank all the applications according to the order given below.

- 1.a 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.
- 1.b Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the Local Authority catchment area and where the child and a parent have attended St Paul's Church for at least once per month for at least 6 months before the date of application. (Please see note (b) 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 will be attending the school at the proposed date of admission.
4. Children who live within the LA catchment area for the school. (Please see the map attached to this policy).
5. Children who live outside 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 will be attending the school at the proposed date of admission.
6. Children who live outside the Local Authority catchment area and where the child and a parent have attended St Paul's Church at least once per month for at least 6 months. (Please see note (b) 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 (d) below).
8. Children who, with a parent, have attended a Christian Church which subscribes to the Christian Doctrine of the Holy Trinity for at least once per month for at least 6 months before the date of application and who want a Church of England based education for their child(ren). (Please see note (b) 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 home address of the child. A child is normally regarded as living with a parent and the school will use the parent(s) address for admission purposes. An applicant cannot lodge a child with a friend or relation (eg for childcare purposes) in order to gain a place at a school.

For admission purposes only one address can be used as a child's permanent address. Where a child resides with more than one parent, at different addresses, the school considers the home address to be the address where the child lives for the majority of the time during the school week (Monday to Friday) as the main place of residence. Where a child spends equal amounts of time at both addresses (50/50) applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the LA what evidence is required (evidence may include, but is not limited to,

Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the LA.

By submitting an application for a school place, the parent is confirming that they have parental responsibility for the child named on the form, or if parental responsibility is shared, that both parents are in agreement regarding the preferences stated on the application for a school place. In the case of parents disagreeing on the schools preferred, there is an expectation that parents will resolve these disputes themselves and make a single application which both parents are in agreement with.

- (b) A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is attached to this policy. The form should be signed by a Minister of Religion. If there is a vacancy for this position, the form should be signed by a representative who has authority to sign in their absence. Without a SIF the school governors will only be able to rank applications using the information on the Common Application Form (CAF).
- (c) The worshipper is defined as the child and a parent. Parent includes those with parental responsibility.
- (d) 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.
- (e) 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.
- (f) Tie breaker
In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, measured as the crow flies, have priority. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house admission system and mapping software.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation.

Catchment Area

Details of school catchment areas can be found on the Wakefield Council website: <http://www.wakefield.gov.uk/schools-and-children/schools/school-catchment-area-search>

Alternatively you can telephone Wakefield Council School Admissions on 01924 306052 or the school office on 01924 290125.

Reception

The closing date for applications for full-time admission to Reception Year is the 15th January 2020. 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. The Local Authority will inform parents of the offer of a place on 16th April 2020.

Where a Reception place is offered, a parent who accepts the place can defer entry or take up the place on a part time basis until the beginning of the term after the child's fifth birthday. Any deferred place will be held for that child and will not be available to be offered to another child and the deferred place must be taken up during the same school year for which the offer of the school place was made and accepted. Parents cannot normally defer entry to the next academic year or beyond the beginning of the term following the child's fifth birthday.

In Year Admissions

All applications made outside the normal admissions round (ie in-year applications) should be made on Wakefield's Common Application Form, which is available from the School Admissions Team. Applications will be processed in accordance with the "In-Year Co-ordination Scheme". Parents can express up to 5 school preferences.

If there are sufficient places it is required that all applications are offered a place. The planned admission number for our school is set at 36.

If a place is not available, the School Admissions Team will send a refusal letter outlining the right of appeal. If the application is from a Wakefield resident then a place will be allocated at the next nearest community and voluntary controlled school with places. If the child is already attending a Wakefield school an alternative school will not be offered. The child's name will be added to the waiting list for the school in order against the over-subscription criteria above. All waiting lists are re-ranked when new applicants have been added. Should a vacancy arise at our school, the place will be offered to the child at the top of the waiting list. 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.

Waiting List

The waiting list will be established by the Local Authority on the offer day and will be maintained up to and including 31 August 2021. Any parent wishing to be placed on the waiting list for the subsequent academic year will have to re-apply for that academic year.

Places will be allocated from the waiting list when the number of pupils in the relevant year group falls below the admission number. Waiting lists will be kept in strict priority order against the oversubscription criteria above.

The waiting list will be reviewed and revised each time a child is added to or removed from the waiting list and/or when a child's changed circumstances will affect their order of priority for a school place.

Admission of Children Outside their Normal Age Group

Parents can seek school places outside their normal age group. Parents must make an application for their child's normal age group at the usual time however a separate request must also be made at the same time for admission out of the normal age group.

A decision on these types of applications will be made by the Local Authority based on the individual circumstances of the request based on the information provided by the parents.

Where a decision is to refuse the request there is no right of appeal if the child is offered a place in another year group in the school.

Deferral for summer born children

If the child's 5th birthday is between April and August then they must start school no later than the following September. The expectation would be that parents have decided that the child will miss the full Reception Year and they would have to apply for a Year 1 place. Requests for full year deferral with a retained Reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice).

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 days of receiving the refusal letter to:

*Admission Appeal Clerk
Church of England Voluntary Aided Schools and Academies
PO Box 1694
Huddersfield
HD1 9DL
Telephone: 07949707868
Email: churchschoolappeals@gmail.com*

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.

SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS TO

Alverthorpe St Paul's Church of England Voluntary Aided School 3-11yrs

INTRODUCTION

Alverthorpe St Paul's is a Church of England Voluntary Aided School, which means that members of the Parish of St Paul's and the Diocese of Leeds have contributed towards the building of the school and continue to pay towards its maintenance.

The School is designated as a school with a Religious Character and as such is permitted to give application preference to members of a particular faith or denomination.

The purpose of the Supplementary Information Form is to verify the Christian commitment of the family applying for a place at Alverthorpe St Paul's School. You **should complete this form** if you want your application to be considered using the Christian commitment Oversubscription Criteria of **The Schools** admissions policy. *Without a SIF the school governors will only be able to rank applications using the information on the Common Application Form (CAF).*

I / We – Name(s)	
Of - Address	
Parent(s) of (Child's name)	

Declare Christian Commitment, for at least the previous **six months**, described as:

Families who have attended St Paul's Church at least once per month for at least six months.	Please tick
<u>For Parents in Category 8 of the Alverthorpe St Paul's CE (VA) School 3-11yrs Admissions Policy</u> Families who have attended a Christian Church which subscribes to the Christian Doctrine of the Holy Trinity for at least once per month for at least 6 months and who want a Church of England based education for their child(ren).	Please tick

Parental Signature(s)	Please print your name(s)
Date	Date

PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION
See the schools admissions policy to find out who these persons are

Verified by	Minister of Religion (If there is a vacancy for this position, the form should be signed by a representative who has authority to sign in their absence).
Signature	
Please print your name	
Status within the church	
Date	
Your contact address / telephone	

Please return to: Alverthorpe St Paul's CE (VA) School 3-11yrs

Address: St Paul's Drive, Alverthorpe, Wakefield, WF2 0BT

BY THE FOLLOWING DATE...15th January 2020....

