

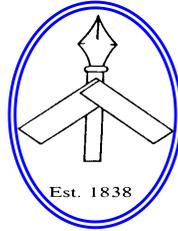
ST. THOMAS' C.E. PRIMARY SCHOOL

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Inspiring Faith, Love and Learning

Admissions Policy

2019-2020

Headteacher : Mr Ian Moss
Chair of Governors: Mr Peter Speed



ST. THOMAS' CHURCH OF ENGLAND PRIMARY SCHOOL

SCHOOL ADMISSIONS POLICY 2019/2020

Parents should be aware before applying that in this school RE, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the on-line Local Authority's application form and also on the school's supplementary form by those applying under criteria 2, 3 or 4 between 1 September 2018 and 15 January 2019. It is not normally possible to change the order of your preferences for schools after the closing date. Whether an application is made on paper or electronically, both forms must be completed by those applying under criteria 2, 3 or 4.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 16 April 2019. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

The number of places available for admission to the Reception class in the year 2019 will be a maximum of 30. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admission to the reception class unless the number of children for whom admission is sought exceeds this number.

The Governing Body operates a system whereby they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in **order of priority**:

1. Children in care or children formerly in care who have ceased to be so because they have been adopted or became subject to a residence order or special guardianship order.
 2. Children whose parents are involved in the work and worship of St. Thomas' Parish Church or the Church of St. Mary Magdalene, Appleton or affiliated to Churches Together in Britain and Ireland.
 3. Siblings (children with elder brothers and/or sisters already attending St. Thomas' School who are in Reception Class to Year Five at the time of application.) Siblings include full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit and full brothers and sisters living apart.
 4. Children with special, medical or social circumstances affecting the child where these needs can only be met at this particular school.
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5. Children living within the bounds of the ecclesiastical parish of the school. A map is available from the school.
6. All other children.

Notes:

- *Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.*
- *By “involved in the work and worship” we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. The School’s application form should be signed in the relevant place by your incumbent or minister or other church officer as proof of attendance.*
- *In the event of the total number of applications exceeding the number of places available in any one category, the Governing Body will offer places to children living nearest to the school defined ‘as the crow flies’ from the child’s permanent place of residence to the school, measured using a Geographical Information address point system based on Ordnance Survey. This measures straight line distances from the address point of the permanent place of residence to the address point of the school.*
- *A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to ‘parent’s attendance at church’ it is sufficient for just one parent to attend.*
- *Please be aware: Attendance to St Thomas’ Nursery does not guarantee a school place.*

Children with Statements

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a Statement of Special Education Needs that names their school.

Late applications for admission

Applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, children who are not admitted will have their name placed on a waiting list. If a place becomes available within the admission number, places will be allocated according to the school’s usual admission criteria. This is not dependent on whether an appeal has been submitted.

This waiting list will operate until at least the end of the autumn term.

Address of pupil

The address used on the school and Local Authority admission form must be current at the time of application. If the address changes subsequently, the parents should notify the school and Local Authority. Where the parents live at different addresses, the current-at-the-time-of-application address of the child will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. utility bills of various sorts showing the child’s address as

the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

In-year admissions

Please contact the school, who will arrange a visit so you can experience first hand the distinctive and caring Christian ethos of the school. You will need to complete an LA application as well as a school application form. The school is happy to assist and guide you through this process if required.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred admission

Parents can request that the date their child is admitted to school is deferred until later in that academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age. The Headteacher should be consulted if this option is being considered.

Twins/multiple births

The school admission code 2012 allows additional children to be admitted above the published admission number under very limited exceptional circumstances even when this breaches the infant class size limit. Twins and children from multiple births may exceptionally be offered a place/places when one of the siblings is the 30th child admitted.

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, 2011. Parents should follow the procedure outlined in the letter refusing a place or notify the clerk to the governors at the school within 20 days. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case.

If your child was 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.

Admission authorities **must** ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- a) for applications made in the normal admissions round, appeals **must** be heard within 40 school days of the deadline for lodging appeals;
- b) for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;
- c) for applications for in-year admissions, appeals **must** be heard within 30 school days of the appeal being lodged.

Any appeals submitted after the appropriate deadline **must** still be heard and we will endeavour to hear the appeal within 40 days.

ST. THOMAS' CHURCH OF ENGLAND PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY 2019/2020

Admissions to Nursery are the responsibility of the Governing Body. The Headteacher acts on behalf of the Governors in administering the agreed admission arrangements.

As a Church of England Aided School, collective worship, R.E. and the ethos of the school are based on the teaching of the Church of England. There is no formal, regular act of worship in the Nursery but the ethos of the Nursery reflects that of the school which is of a caring, Christian nature.

Parents seeking admission for their children to St. Thomas' Nursery are requested to contact school in the first instance. A visit by appointment is encouraged particularly for those parents who are unfamiliar with the life of the Nursery.

The Governors have identified a maximum number of 26 part-time places in Nursery. Your child may be refused admission to Nursery because the maximum number has been reached. There is no appeal against refusal to admit to Nursery. If numbers permit, parents will be offered a place for their child in Nursery at the beginning of each half-term following their third birthday.

The criteria for admission are set out below **in order of priority**.

1. Children in care or children formerly in care who have ceased to be so because they have been adopted or became subject to a residence order or special guardianship order.
 2. Children whose parents are involved in the work and worship of St. Thomas' Parish Church or the Church of St. Mary Magdalene, Appleton or worship at another Church recognised by Churches Together in Britain and Ireland.
 3. Siblings (children with elder brothers and/or sisters already attending St. Thomas' School who are in Reception Class to Year Five at the time of application.) Siblings include full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit, and full brothers and sisters living apart.
 4. Children with special, medical or social circumstances affecting the child where these needs can only be met at this particular school.
 5. Children living within the bounds of the ecclesiastical parish of the school. A map is available from the school.
 6. All other children.
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Footnotes

- *Professional supporting evidence from e.g. a doctor, psychologist, social worker, is essential if admissions is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.*
 - *By “involved in the work and worship” we mean attendance at a minimum of two services per month for at least six months prior to the closing date for applications. The School’s application form should be signed in the relevant place by your incumbent or minister or other church officer as proof of attendance.*
 - *In the event of the total number of applications exceeding the number of places available in any one category, the Governing Body will offer places to children living nearest to the school defined ‘as the crow flies’ from the child’s permanent place of residence to the school, measured using a Geographical Information address point system based on Ordnance Survey. This measures straight line distances from the address point of the permanent place of residence to the address point of the school.*
 - *The Governors will follow strictly the timetable for receiving applications proposed by the L.A.*
 - *These admission arrangements may seem quite complicated. If you need any further explanation please do not hesitate to contact the Headteacher in school.*
 - *The Governors reserve the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.*
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