



### Mission Statement

'A Caring Christian Family Where We Grow Together'

## ADMISSIONS PROCEDURE 23/24 & 24/25

Effective Date: 31/01/2020

Review Date: September 2024

Review Date	Signed Executive Headteacher	Signed Director RCSAT
11/09/2018		
17/10/2019		
30/09/2020		
30/09/2021		
30/09/2022		
05/09/2023		

Persons Responsible for Procedure:	Executive Headteacher RCSAT
Approval Date	30/11/19
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



## 1. Implementing the Procedure

### 1.1. Responsibilities

- 1.2. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.
- 1.3. To facilitate this, the Executive Headteacher has designated named staff and Board of Trustees and Local Governors to manage aspects of this procedure, including co-ordination, health and safety governance overview and daily checks on the conditions of the premises, reporting any issues to the Executive Headteacher.
- 1.4. The named persons are detailed in Appendix 1 of the procedure.

## 2. General Admission Information

- 2.1. Parents shall be made aware before applying that, in RCSAT schools, RE, collective worship and our whole ethos are based on the teachings of the Church of England.
- 2.2. Applications for admission to the school shall be made on the common application form enclosed with the Local Authority's brochure by the cut-off date of 15th January each year or as detailed on the LA website. Applications may also be made online by using the common application form.
- 2.3. If an application is being made under a faith designation (criteria 5) then a supplementary form shall be completed and returned to the school by the cut-off date.
- 2.4. Each RCSAT school has the same Admission Criteria. These criteria shall be published on each school's website after the consultation and approval processes have been completed.
- 2.5. The number of places, based on the Published Admission Number (PAN), for admission to the Reception Class in the year at each RCSAT school is defined. This arrangement follows consultation between the Board of Trustees, The Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Board of Trustees will not place any restrictions on admissions to the Reception Class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than 30 children with one school teacher.
- 2.6. The number of reception pupil admission places for each school are:  
Bunbury 30 per year group.  
St Oswalds 15 per year group.  
Warmingham 11 per year group.
- 2.7. Admissions to the School are the responsibility of the Board of Trustees. The Board of Trustees has delegated responsibility for admission arrangements to the LGC and they must approve the arrangements annually. If the school is over-subscribed, they will apply the admissions criteria to all applicants and provide the local authority with a list of pupils ranked in order of the criteria by the due date. In the event of an Appeal, the Board Of Trustees will prepare a case to go to the Appeals Panel.
- 2.8. In line with Local Authority guidelines, the Board of Trustees endeavours to keep to the planned admission number throughout the school.

## 3. Statement of Special Educational Needs/Education, Health and Care Plans

- 3.1. Children with an Educational, Health and Care Plans, which name the school, shall be admitted, as required, irrespective of current class sizes.
- 3.2. A Statement of Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 that specifies the special education provision required for that child.



**3.3.** An Education, Health and Care Plan (EHC) is a plan made by the Local Authority under section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. Over a period of time all Statements of Educational Need will transfer to EHC Plans.

#### **4. Admission Criteria**

**4.1.** The Board of Trustees operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to this system.

**4.2.** In the event that there are more applicants than places, the Board of Trustees will allocate places using the following criteria, the priority of which is defined in each school's Admission Procedure.

**4.2.1. Nursery** It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the primary or other sections of the Academy for which a separate application will have to be made in accordance with the LA's co-ordinated admissions arrangements.

#### **4.2.2. Primary**

**4.2.2.1.** Looked after children and all previously looked after children. 'Looked after child' is a child who is (a) in the care of a local authority or (b) being provided with accommodation by that local authority in the exercise of their social services functions (as defined in section 22 (1) of the Children Act 1989). Children previously 'looked after' are children who were 'looked after' as defined above, but immediately after being 'looked after' became subject to an adoption, child arrangements order (formerly residence order) or special guardianship order. Children who previously appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**4.2.2.2.** Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends either Bunbury, St Oswalds or Warmingham rather than any other. If evidence is not submitted by the application deadline, the medical and/or social need cannot be considered.

**4.2.2.3.** Children who have a sibling at in the individual school who will still be attending the school the following year. 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or sister, step brother or step sister living as one family unit at the same address.

**4.2.2.4.** Children resident in the parish or catchment area for the school which includes the parishes of Bunbury for Bunbury, Worleston & District for St Oswald's and Warmingham and Moston for Warmingham. Maps are available on the individual schools websites and at the end of this procedure.

**4.2.2.5.** Children whose parents are faithful and regular members of St Oswald's Church (for St Oswald's School), St Boniface Church (for Bunbury Aldersey School) and St Leonard's Church (Warmingham) and their linked churches. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**4.2.2.6.** Children whose parents are faithful and regular members of a church that is a member of Churches Together in Britain or Ireland. In the event that during the period specified for attendance



at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**4.2.2.7.** Children who are in receipt of early years pupil premium who are in a nursery class which is part of the school.( Little Owls).

**4.2.2.8.** Children who live nearest to the school – A child’s home will be the address at which the child normally resides and which has been notified to the Academy and other relevant agencies as being the child’s normal place of residence. Definition of distance measurement – **“Pupils living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school’s coordinate point to the point of residence’s coordinate point”**

**4.2.3. Tie-breaker** If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Definition of distance measurement **“Pupils living nearest to the school measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school’s coordinate point to the point of residence’s coordinate point”**.

**4.2.4.** Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

## 5. Notes to the Admission Criteria

- 5.1.** Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, successive criteria shall be applied to determine priority for admission.
- 5.2.** Children with statements of special educational needs or an Education Health Care Plan (EHC Plan), which name the school shall be admitted, as required, irrespective of current class size.
- 5.3.** In this document when “parent” is referred to this also applies to carers or guardians and is any person who has parental responsibility or care of the child.
- 5.4.** A supplementary form is available from the school or on-line to allow incumbents /ministers to confirm regular worship at a church. These supplementary forms need to be returned to the school by the closing date for on-time applications or admission cannot be considered under the criteria. Where admission arrangements refer to “parental attendance at church” it is sufficient for just one parent to attend. By regular worship we mean attendance at a minimum of two services each month for at least six months prior to the closing date for applications.

## 6. Other Admission Information

- 6.1.** Deferred admission. Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.
- 6.2.** Summer Born Children. Parents of summer born children (those born between 1st April and 31st August) who wish to delay entry until the following year must speak to the school and Local Authority as soon as



possible as this would involve either an in-year application for year 1 or a new application for reception in the following year.

- 6.2.1. An application form should be filled in for the current admission process at the same time as any request to defer entry or 'back class' to reception in the following year. The decision will be made taking into account information from the parents and head teacher and should be in the best interests of the child. Parents will be informed of the outcome before primary national offer day.
- 6.2.2. If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.
- 6.2.3. Parents should be aware that agreement by the school to allow a child to enter reception the following year does not guarantee a place in the class. Parents must apply to the school again the following year and the application will be considered in the normal manner following the oversubscription criteria.
- 6.3. Twins/Multiple birth. Where there are children of multiple births wishing to be admitted and the first sibling is the 30th child, the Board of Trustees will admit over the infant class requirement.
- 6.4. Late applications for admission. Where the Board of Trustees as the admissions authority accept that there are extenuating circumstances for an application being received after the last date for application and it is before the Governors have established the admission criteria order list of pupils, then it would be considered alongside all other on-time applications.
  - 6.4.1. Otherwise applications which are received after the last date will be considered after all other on-time applications have been considered and placed on the waiting list in admission criteria order.
- 6.5. Waiting List. Where the school has more applications than places those children who are not admitted will have their name placed on a waiting list.
  - 6.5.1. This waiting list will be in the order resulting from the application of the admissions criteria.
  - 6.5.2. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria.
  - 6.5.3. Thus it is possible for a child who is a late application to have a higher priority than one who has been on the waiting list for some time.
  - 6.5.4. If a place becomes available within the published admission number, the child whose name is at the top of the waiting list will be offered a place. This is not dependent on whether an admission appeal has been submitted.
  - 6.5.5. The waiting list will operate at least until 31<sup>st</sup> December.
- 6.6. Address of the child. The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the local authority immediately and provide either a letter from the solicitor confirming the completion date, or a signed rental agreement showing the start of the tenancy.
  - 6.6.1. Information may be verified using Council Tax records. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings.
  - 6.6.2. Parents may be asked to show evidence of the claim that is being made for the address. To ensure a fair process, administrative checks may be undertaken, which include verifying addresses against Council Tax records.



- 6.6.3. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.
- 6.7. Non-routine, In Year Admissions. It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as non-routine admissions.
- 6.7.1. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form.
- 6.7.2. If there is a place in the appropriate class, then the Board of Trustees will arrange for the admission to take place.
- 6.7.3. If there is no available place, then the admissions committee will consider the application and agree whether to admit.
- 6.7.4. If the request for admission is refused then information about how to appeal against the refusal will be provided.
- 6.8. Appeals. Where the Board of Trustees are unable to offer a place because the school is oversubscribed, 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.
- 6.8.1. Parents should notify the clerk to the Board of Trustees at the school within 20 school days of receiving the letter refusing a place.
- 6.8.2. Parents will have the opportunity to submit their case to the independent panel in writing and also to attend in order to present their case.
- 6.8.3. Parents will normally receive a minimum of 10 school days’ notice of the place and time of the hearing.
- 6.8.4. If the child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which the parents’ appeal could be successful are limited.
- 6.8.5. Parents would have to show that the decision was one which in the circumstances, no reasonable Board of Trustees would have made, or that your child would have been offered a place if the Board of Trustees’ admissions arrangements had been properly implemented.
- 6.8.6. Note that this right of appeal against the Board of Trustees’ decision does not prevent parents from making an appeal in respect of any other school.
- 6.9. Fraudulent applications. Where the Board of Trustees discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent which effectively denies a place to a child with a stronger claim, then the Board of Trustees is required to withdraw the offer of the place.
- 6.9.1. Examples of such misleading applications would be a false claim to residence in the catchment area or of involvement in a place of worship.
- 6.9.2. For any offer of a place that is withdrawn, the application will be considered afresh and a right of appeal offered if a place is subsequently refused.



### Supplementary Form

#### Name of child:

Surname	Christian names		
Date of birth	Boy <input type="checkbox"/>	Girl <input type="checkbox"/>	

#### Name of parent/guardian

Address	
Post code	
Telephone	Mobile

#### Place of worship one of parents / guardians regularly attends:

Name of place of worship	
Address	
Name of vicar / priest / minister / faith leader / church officer	
Address	
Post code	Telephone

**Worship attendance:** In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.



I/we have attended worship at least once a month for the past six months? [tick one box only]

yes

no

Your faith leader will be contacted in order to confirm this information.

