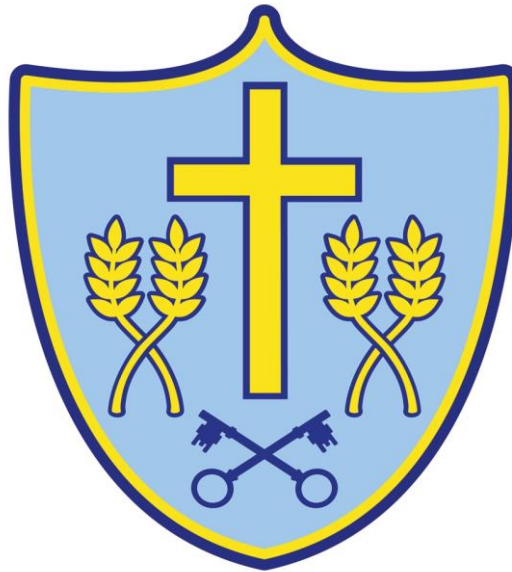


# St Peter's Elwick Church of England Primary School



*We will give all children the opportunity to be who God created them to be and have fullness of life as a Christian.*

## **POLICY FOR ADMISSIONS TO SCHOOL 2019-2020**

**Prepared by: J. Heaton**

**Discussed with: Governors**

**Agreed on: October 2017**

A handwritten signature in black ink, appearing to be 'J. Heaton', is written over a light blue rectangular background.

**To be reviewed on: September 2018**

## **St Peter's Elwick Church of England Primary School Policy for Admissions**

### ***Our Shared Values***

St Peter's Elwick Church of England Primary School is a community with a strong Christian foundation and all values are based on Christian principles and teachings. We respect and care for all members of the community, nurturing talents and creating opportunities for all in a supportive environment.

We enable all members of the school community to experience success, grow in confidence, and develop skills, attitudes and talents in personal, spiritual, social and academic fields. We believe through the nurturing of the children, they will become equipped to develop the beginnings of their own faith.

We share a common set of values that underpin all that we do in our work at St Peter's Elwick. These values are:

*Thankfulness*

*Service – 'Always our best'*

*Friendship and Trust*

*Compassion*

*St Peter's Elwick has a strong sense of community and draws on the very real partnerships that exist between school, Church and village. The school enjoys a long and successful history and our mission is now to seek to build on this success, securing the school's reputation for excellence by raising further the academic, social, emotional and spiritual development of all our pupils. To achieve this we aim to:*

- *Provide a safe, secure and stimulating learning environment;*
- *Motivate, inspire and enthuse all members of the school community;*
- *Teach children how to learn;*
- *Achieve the best possible academic attainments;*
- *Have an excellent ethos and positive relationships;*
- *Promote a healthy lifestyle;*
- *Help pupils be confident, happy and have high expectations of themselves;*
- *Set a high value on spiritual, moral, social and cultural education;*
- *Develop international connections;*
- *Be a school that parents, pupils, staff and the wider community are proud of;*
- *Constantly seek ways to improve teaching and learning through the process of School Self Evaluation and Review.*

### **Purpose**

The Governing Body is responsible for admissions of all pupils. This responsibility is delegated to the Admissions Committee (quorum of 3) comprising five governors and the Head Teacher.

The Admissions Committee's Terms of Reference include the following duties with regard admissions:

- To consult with the Diocese of Durham Board of Education and the Local Authority Admissions Team about the school's admission arrangements.
- To consider and consult on admissions policy in respect of St Peter's Elwick CE School in line with the requirements of the statutory Code of Practice on Admissions
- To consider applications for admissions to the school.

## **Admissions Policy**

St Peter's Elwick Church of England Primary School is one of a family of Church of England schools in the Borough of Hartlepool.

**The Federated Governing Body of St Peter's Elwick Church of England Primary School and Hart Primary School is the Admissions Authority for this school.** The Governing Body intends to admit up to 15 pupils to the Reception year group in September 2019. This number will apply to the Reception Year.

In the first instance, places will be awarded to those children with an Education, Health and Care Plan or a statement of Special Educational Needs where the school is named as the most appropriate educational setting for the child will be admitted to the school. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below.

### **The remaining places will be awarded in the following priority order:**

1. Those children who are looked after children and previously looked after children (previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order);
2. Looked after children who have been looked after, outside of England, but ceased to be so, because they were adopted. Parents are asked to send proof as supplemental information with their application form.
3. Siblings of children currently in the school. Parents should note that 'current' means that your older child must still be in school at the point when the younger child enters it.  
Definition: Sibling refers to brother or sister, half brother or sister, step brother or sister, or the child of the parent/carer's partner and in every case, the child must be living in the same family unit at the same address.
4. Those children who live in the school's admission zone. The list of postcodes is available alongside this policy on the school website and from the school office.
5. Those children are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
6. Children whose parents reside in the Deanery of Hartlepool and participate in the life of other churches or faith communities, including other Christian Churches (affiliated to Churches Together in England).
  - a) at the heart of the church defined as 'a regular worshipper, by which is meant one who usually worships twice a month'
  - b) attached to the church defined as 'a regular but not frequent worshipper by which is meant attends a monthly family service or is regularly involved in a weekday act of worship'**Applications for faith places must be supported by a letter from an authorised minister or two office holders of the church or faith community**
7. Children whose parents express a wish for them to attend the school.

### **Tie Breaker:**

- In all criteria, if there are more applicants than places available then priority will be given to those who live closest to the school as determined by the straight line distance measurement from the (ordnance survey) address point of the child's home address to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system).

### **Notes:**

- Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order."

Note: By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).”

• **Medical Grounds/Exceptional Circumstances** - A panel of specialist officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this criterion. If you think your child has a particular medical or social need to go to a certain school, you must provide supporting evidence from a doctor, psychologist or other professional involved with your child. The supporting evidence must relate specifically to the school you are claiming medical grounds/exceptional circumstances for, and clearly demonstrate why it is only that school that can meet your child’s needs in a way that no other school can. If you are applying on-line for a place under this criterion, please send your supporting evidence to the Admissions Team by the closing date, which should include your child’s name and date of birth.

NB: Exceptional social reasons do not, in the view of the Authority, include domestic inconvenience arising from parents’ work patterns, child-minding problems, separation from particular nursery/primary school friends. Problems of this kind are widespread and cannot be classed as exceptional. Medical reasons do not include temporary conditions. They are permanent medical conditions which require special treatment available at the preferred school only. Medical evidence must be provided and the Authority’s officers must be satisfied that the child would suffer to a significant degree if he/she went to any other school.

- When making an application, if applicants are seeking admission under criteria 5, they must supply a reference from their Church or Faith Group authorised minister or two office holders of the church or faith community.
- The school will need to see a birth certificate for the child also a recent utility bill to confirm address.

**Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.**

Parents are asked to note that **admission to Nursery is NO GUARANTEE of entry into the main school.**

St Peter’s Elwick participates in the Co-ordinated Admissions scheme of Hartlepool Child and Adult Services Department. Applications for places must be made via Hartlepool Local Authority.

### **Late Applications**

Admissions for Reception received after the closing date detailed in the Local Authority booklet will be accepted but considered only after those received by the closing date.

### **Waiting List**

You can apply to be placed on the waiting list. The waiting list will be ordered in accordance with the school’s admissions criteria and in the event of a place becoming available, the Admissions Authority (the school) will contact you further.

The waiting list is maintained until 31 December of each academic year.

### Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age.

- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday. Further information and advice on the admission of summer born children is available from Hartlepool Borough Council and Dfe guidance.

#### Appeal where application is made outside of age range

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. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

#### **Consultation**

In drafting this policy the Governing Body consulted with the Dioceses of Durham and Newcastle Joint Education Team and the Admissions Team of Hartlepool Child and Adult Services Department.

#### **Roles and Responsibilities**

**The Head Teacher** will ensure that:

- Pupils are admitted only in accordance with this policy.
  - Where places are available, pupils are admitted in accordance with agreed priorities.
- All staff are expected to follow this policy when advising prospective parents and admitting pupils.

**The Governing Body** will ensure that:

- The admission arrangements are reviewed annually, and consultation takes place on changes with all admission authorities and others as set out in the 2014 Statutory Code of Practice.
- The admission arrangements are published and made available to parents and potential parents.
- An admissions waiting list is kept up to date.
- Where the number of pupils showing preference for a school place exceeds the number of places available governors serving on the Admissions Committee will meet to consider applications for admission to school.
- An independent appeal panel is in place to hear parent appeals against non-admission.

#### **Arrangements for monitoring and evaluation**

The number of pupils on roll and the number and reasons for unsuccessful appeals will be reported to the governing body each term.