



St Peter's Primary School *Devizes*
A Church of England Aided School

Admissions Policy 2009-2010

Adopted	11 November 2009
Ratified	30th November 2009
Review Date	June 2010

1 Introduction

This document sets out the Policy of St Peter's Church of England Voluntary Aided Primary School with respect to Admissions. For the purposes of this policy, the Governing Body of St Peter's Primary School is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Parents who wish their children to be admitted to the school should complete the application form provided by the local authority, County Hall Trowbridge in either a written or electronic format. Copies can also be collected from the school office.

Every year the governing body will review and publish information concerning the St Peter's Primary School admission policy. This will confirm the maximum number of children to be admitted to the school as a whole. The Pupil Admissions Number (PAN) which is currently 17 explains how places will be allocated.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority and other local schools annually in respect of the admissions policy.

2 Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. It should contribute to improving standards for all pupils.

The school aims to provide a place for all children whose address is within the designated area, defined as being the area within the ecclesiastical boundaries of the Parish of St. Peter's in accordance with the schools trust deed, a copy of which can be found in the school office. A map is also displayed in the school entrance.

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians.

Where a child lives with parents with shared responsibility each part of the week, the "home address" will be considered to be the address of the person who receives Child Benefit for the child (proof of this will be required). Parents should not assume that a place will automatically be allocated to their child.

3 Starting School

A school place in the Reception class is available for children from the September following their 4th birthday. Full-time education is available in the term in which they are deemed to turn 5 years of age, as shown in the table below:

Term	Date of Birth	
	From	To
Terms 1 and 2 2010	1 st September 2005	31 st March 2007
Terms 3 and 4 2011	1 st April 2007	31 st August 2007

[Admission from 1st September 2011 for January 2012]

Governors have the discretion to determine whether attendance should be full-time or half-time during the term before the children attain the age of 5. They have determined that attendance shall be part-time for these children.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

4 Deadline for Application

Applications for Reception Year entry for the academic year starting September 2011 need to be formally registered with the Local Authority by the date stated on the Admissions forms 12 noon on 20 November 2010 for consideration by the admission authority.

St Peter's Church of England (VA) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

The Governors have set a maximum class size of 30 pupils in Key Stage. Legislation states that no infant class may exceed 30 pupils.

A decision on the admission of new entrants will be made during the autumn term, a year before the child's admission. The parents or guardians will receive written notification of the outcome from the Local Authority on February 4th 2011.

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

Multiple Births; if there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) the parents of the children will be asked to nominate the child or children to take up the available number of places

5 Process

The admissions policy of St Peter's Primary School is, subject to adequate number of places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Admissions are subject to any constraints upon the school by the relevant authority (Salisbury Diocese, DCSF, Local Authority).

Where this school is named in a child's Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.

Waiting lists

N.B. It is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a "waiting list" before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf.

The school will maintain a waiting list for all year groups for a minimum of one term.

In year applications

For admissions during and from 2010/2011, as per the local authority co-ordinated scheme for admissions all applicants applying for any school place must complete an application form which should be returned directly to the Local Authority and not the school. The applicant may or may not live in Wiltshire.

Over-subscription Criteria

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

1. CHILDREN IN CARE

Children within Local Authority care as defined in Section 22 of the Children's Act 1989 for example, children in residential homes or foster care.

2. VULNERABLE CHILDREN

- i. Children of families with confirmed refugee status
- ii. Children with a medical condition where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school. Details of this must accompany the initial application.

- iii. Children where one or both parents have a disability which would make travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

Living within the school's designated area as defined above:

3. SIBLINGS

A child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives within the designated area at the same address as the older sibling.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. PRACTISING CHRISTIANS

Those children from within the designated area who are regular (attending church once a month for the past 12 months) practising Christians, of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland)

Confirmation of status will be requested from the relevant priest/pastor. A supplementary form is attached to this policy.

5. OTHER CHILDREN

Children resident within the designated area who do not qualify under one of the criteria above.

Living outside the school's designated area as defined above:

6. SIBLINGS

A child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives outside the designated area at the same address as the older sibling.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

7. PRACTISING CHRISTIANS

Those children from outside the designated area who are regular practising Christians (as defined above), of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland).

Confirmation of status will be requested from the relevant priest/pastor.

8. OTHER CHILDREN

Children resident outside the designated area who do not qualify under one of the criteria above. If the school is oversubscribed in criterion 3 then criterion 4 will be used as the determining factor.

If the school is oversubscribed in criterion 6 then criterion 7 will be used as the determining factor. In all other oversubscribed criteria, if the school is oversubscribed within any category above, the combined straight-line distance from the child's home address to the two school sites will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission, live an indistinguishable distance from the schools, but cannot be admitted, then the available places will be decided by the casting of lots.

Registration at any nursery or pre-school unit will not be considered as a criterion for over subscription and no priority will be given to such children even if the pre-school is linked to the school.

The 18th February 2010 is the deadline for parents to accept the place offered. Parents will be asked to reply to the Local Authority. If they do not respond by this date it will be assumed that the place offered has been declined.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

6 Appeals Procedure

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

Enquiries about this policy should be addressed to:

Chair of governors
St Peter's Church of England (VA) Primary School
Bath Road
Devizes
Wiltshire SN10 2AP
Tel: 01380 722816

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.