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ADMISSIONS POLICY 2018 – 2019

St Mary and All Saints is a Voluntary Aided Church of England Primary School. It is a church school for the community. The Governing Body of St Mary and All Saints is the admission authority for the school.

This policy has been prepared by the Governors, following consultation with the Oxford Diocesan Board of Education. The Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation.

The principal aims of this Admission Policy are to maintain the key character of a church foundation school whilst meeting the needs of the wider community. We aim to meet parental preference wherever possible and to promote social inclusion by welcoming all members of the community regardless of their faith (or none), their gender, disability or ethnic origin. We value diversity and the contribution that each individual and every group makes to the school and the wider community. We offer a broad and balanced curriculum, which is committed to the spiritual, moral, social and cultural development of the child within the framework of the national curriculum.

The Governors hope that parents who seek admission for their children will support the school's welcoming and inclusive Christian ethos. The school respects the right of parents to request in writing that their children are withdrawn from Collective Worship and Religious Education, in which case, alternative supervision will be made. The Governors and Staff place a high value on our Collective Worship and Religious Education which celebrate the life and work of our school community. However, no account will be taken of a child's faith or those with none, in the school's organisation.

The admission number for entry to the Reception classes is 60 and all other year groups also have 60 places. The school will admit 60 children whose fifth birthday falls between 1 September 2018 and 31 August 2019 into two Reception classes of 30. Of the 60 places available in the Reception classes, the Governing Body will offer up to a maximum of 30 places based on criteria 3A, 3B and 3C.

Normal Admission Round

In accordance with the co-ordinated admission arrangements agreed with Reading Borough Council, the Local Authority (LA), **all applicants must complete a Common Application Form (CAF) from the LA in which they live (the home LA- which may not be Reading Borough Council), stating their school preferences.** This form may be completed on line or in paper form and should be returned to the home LA by 15 January 2018.

Applicants under Criteria 3A, 3B and 3C are also requested to complete the school's Supplementary Information form. Although this is not compulsory, failure to do so may affect the application if the school is oversubscribed. This form should be returned to the School Office by 15 January 2018.

The Local Authority composite book gives information on all schools in Reading and assists parents in expressing their preference for a school. This can be obtained from the Local Authority office at the Civic Centre, Reading, RG1 7TD.

In accordance with the co-ordinated admission arrangements agreed with Reading Borough Council, an application in the normal admission round is one where it has been received by the official closing date for applications, which is 15 January 2018.

Children whose fifth birthday falls between 1 September 2018 and 31 August 2019 will be offered a full time place from the beginning of Term 1 in September 2018 that is as a Rising 5.

It is not the Governors' policy to admit children whose fifth birthday falls after 31 August 2019.

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018 to 2019 (no later than the term [using the three term year] after the child's fifth birthday, when he or she reaches compulsory school age). The school will hold any deferred place for the child, although in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

Parents of a child whose fifth birthday falls between 1 April 2019 and 31 August 2019 (summer born children) who do not wish them to start school in the school year 2018 to 2019, but to be admitted to the Reception Year in September 2019 should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception Year in September 2019. N.B. Parents will need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the application with the Head Teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused the parents must decide whether to wait for any offer of a place in September 2018 (subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the Summer Term 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 classes may have no vacancies as they could be already full with children transferring from the 2018 to 2019 Reception Year classes.

Parents will be informed by their home LA by letter of their allocated school.

If the offer of a place is not accepted by the closing date as advised by the home LA, then the Governors will be at liberty to offer the place to another child.

Parents are also entitled to request part time education until the term after the child reaches the age of 5. In such instances they should discuss details with the Head teacher.

Late Applications

Late applications will be considered after all those received by the closing date have been dealt with, unless a parent can demonstrate good reason why their application was not filed in time, e.g. when a single parent has been ill or a family has just moved into the area or returned from abroad.

PARENTS SHOULD NOTE THAT ADMISSION TO THE NURSERY CLASS DOES NOT GUARANTEE A PLACE IN THE MAIN SCHOOL.

Infant Class Sizes

Currently the law states that an infant class, that is Reception and Years 1 and 2, shall not exceed 30 children in a single teaching session with a single teacher. The presence of a Teaching Assistant in a classroom does not permit the class to exceed 30.

The policy of the Governing Body of St Mary and All Saints School is to ensure that all the classes in years 3-6 do not exceed 30 pupils – that is 60 in each year group.

The Over-Subscription Criteria

NB Children with a statement of Special Educational Needs or an Education, Health and Care plan naming St Mary and All Saints School will always be offered places.

If there is then a greater demand for admission than there are places available then the following criteria will apply in the order set out below :-

1. Looked-after children and children who were previously looked-after, but ceased to be so because they became subject to an adoption order, a child arrangements order or special guardianship order immediately after being looked-after. (See below for definitions of looked-after child, adoption order, child arrangements order and special guardianship order.) Applications under this criterion must be accompanied by evidence to show that the children are looked-after or were previously looked-after (e.g. a copy of the relevant order)
2. Children who have, or one or both of whose parents have, exceptional medical or social needs that make it essential that the children attend St Mary and All Saints School rather

than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See note below).

- 3A. Children, one of whose parents can demonstrate that he/she has attended a set act of worship at All Saints Church or St Mark's Church on at least one occasion each calendar month in the 12 months immediately preceding the date of the application.
- 3B. Children, one of whose parents can demonstrate that he/she has attended a set act of worship at any other Church of England church or a set act of worship at any other Christian church under the umbrella of Churches Together in Great Britain and Ireland or subscribe to The Evangelical Alliance Statement of Faith, on at least one occasion in each calendar month in the 12 months immediately preceding the date of the application and who live in the designated area or the Parish of St Mark & All Saints.
- 3C. Children, one of whose parents can demonstrate that he/she has attended a set act of worship at any Church of England church or a set act of worship at any other Christian Church under the umbrella of Churches Together in Great Britain and Ireland or which subscribes to The Evangelical Alliance Statement of Faith, or the All Nations Church (Berkeley Avenue), Coley Baptist Church or Carey Baptist Church on at least one occasion in each calendar month in the 12 months prior to the date of the application and who live outside the school's designated area or outside the Parish of St Mark & All Saints.
4. Children living in the designated area agreed with Reading Borough Council who have a sibling or siblings on the roll of the school at the time of the application or whose parent has accepted an offer of a place at the school and who is or are expected to be still in attendance at the time of entry to the school.
5. Children who live in the designated area.
6. Children who do not live in the designated area but have a sibling or siblings who Council who have a sibling or siblings on the roll of the school at the time of the application or whose parent has accepted an offer of a place at the school and who is or are expected to be still in attendance at the time of entry to the school.
7. Children who live outside the designated area and who do not meet any of the criteria set out above.

Tie Breaker

In any case where two or more children rank equally under any of the criteria above and there is only one place available, the tie breaker is distance measured in a straight line between the school and the child's home (see Measuring Distance). In the event that two distance measurements are identical, the school will use random allocation to decide which child will be offered the place. The process will be conducted in the presence of a person independent of the school.

Church Attendance

Where a parent has moved churches during the qualifying period in 3A,B & C above then the school will take into account attendance at both churches but a supplementary form must be completed for each church.

Waiting List

Reading Borough Council maintains a waiting list until the end of the term ending in December for those children who are not offered a place in the normal admissions round (including those unsuccessful on appeal). The order of priority on the waiting list is determined by the above criteria for over subscription. No account is taken of the length of time on the waiting list.

Multiple Births

The governors will admit all siblings from a multiple birth where one such sibling is the 60th child to be admitted into the class. In that case the infant class legal maximum of 60 pupils with a single teacher may be exceeded by the number of the siblings of the 60th child. In all other year groups where there is a place available the agreed number of 60 for each year group may be exceeded by the number of siblings of the 60th child.

All Other Admissions

Admission to the school during the school year depends upon whether or not there is a place available. All year groups have 60 places. Applications must be made directly to

the school. In the event that there are more applications than places available applicants will be offered places in accordance with the over subscription criteria.

In-year admissions or admissions at the beginning of the school year to classes other than Reception will only be considered by the Governing Body up to a term in advance of the desired date of entry (using the six term year).

If parents are moving into the designated area or the parish the school will ask for documentary evidence of the proposed move before considering the application. A solicitor's letter confirming exchange of contracts, a rental agreement of at least 6 months or written confirmation from Reading Borough Council of the allocation of a house or flat will be required

Admission Outside Normal Age Group

Requests from parents for admission outside a normal age group will be considered carefully e.g. for those who 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.

Designated Area

West Green Court

Rembrandt Way (all residences in this estate have a Rembrandt Way address)

Swallows Croft

Carsdale Close

Shaw Road (flats only)

Saint Saviours Road

Tintern Crescent

Wensley Road

North Lodge Mews

Lesford Road

Heron Way

Holybrook Road

Arbour Close

Trelleck Road

Tyberton Close

Hay Road

Tupsley Road

The Brookmill

Yew Lane

The Old Lane

Boston Avenue (even numbers)

Coley Avenue (south side of Berkeley Avenue)

Parents are advised to check with the school whether their house is in the designated area rather than rely on estate agents and developers. Parents are advised to be particularly cautious when considering purchasing property on a new development site.

It should be noted that the designated area of this school is not the same as the Parish boundary. Plans of the Parish boundary and of the designated area are attached to this policy and are displayed on the school's website..

Looked-after Children, Adoption, Child Arrangements and Special Guardianship Orders

A "looked-after child" is a child in the care of a Local Authority or a child who is being provided with accommodation by a Local Authority in the exercise of its social services function. An adoption order is an order made under the Adoption Act 1976 (section 12) or the Adoption and Children Act 2002 (section 46.) A child arrangements order is an order 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 an order appointing one or more individual to be a child's special guardian/s (Children Act 1989, section 14A)

Measuring Distance

The straight line distance used to determine proximity of the home to the school will be measured using Reading Borough Council's digital mapping software. In the event that two distance

measurements are identical the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Exceptional Medical or Social Needs

When applying under Criterion 2 the application must be fully supported by written evidence from the appropriate independent professional person involved with the family (e.g. doctor, social worker, early years professional or family support worker) and should state why the school is considered the most suitable and the difficulties which would be caused if the child had to attend another school. The evidence must be available by the closing date for the return of the application form and with the form.

Admission Appeals

Parents who are unsuccessful in obtaining a place at St Mary and All Saints School have the right to appeal against the decision to an Independent Appeal Panel and the appeal will be considered according to the School Admissions Appeals Code. How to appeal will be explained to the parents in the home LA letter, which informs them it is not possible to offer a place. They will also be informed why it was not possible to offer a place. The Appeal Panel has the power to make a decision to admit the child. That decision is legally binding upon the school. Details of how to appeal can be obtained from the school office or Reading Borough Council Office.

Repeat Applications

It is not the policy of the Governing Body to consider repeat applications in the same academic year unless there is a material change of circumstances.

Meaning of Parent

A parent is any person who has parental responsibility (as defined in the Children Act 1989) for the child or any person who has the care of the child.

Siblings

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent'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.

Home Address

Home address means the child's normal home address and is the child's permanent address at the time of the application. This is regarded as being where the child spends the majority of the school week from Sunday night to Thursday night. In cases where a child has a split residence arrangement between the homes of two parents, the home address will be where the child sleeps for the majority of the nights between Sunday and Thursday. The Governors reserve the right to verify the address.

Special Educational Needs and Disability

The Governing Body and the Head Teacher are aware of the *Special Educational Needs - Code of Practice* at paragraph 8.65 which states that denominational considerations cannot override the requirements of S.316 of the Education Act 1996.

The Governing Body and the Head Teacher will ensure that they comply with their duties in relation to the admission of disabled children in accordance with the *Special Educational Needs and Disability Act 2001* which came into effect on 1 September 2002