



ADMISSIONS POLICY 2019 – 2020

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

This policy has been prepared after consultation with the Oxford Diocesan Board of Education. The policy complies with the School Admissions Code 2014, all relevant legislation and Reading Borough Council's co-ordinated admissions scheme.

The principal aims of this policy are to maintain the key character of a church foundation school whilst meeting the needs of the wider community. The Governing Board aims 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. Diversity is valued as is the contribution that each individual and every group makes to the school and the wider community. A broad and balanced curriculum is offered, which is committed to the spiritual, moral, social and cultural development of the child within the framework of the national curriculum.

It is hoped that parents/carers who seek admission for their children will support the school's welcoming and inclusive Christian ethos. The school respects the right of parents/carers to request in writing that their children are withdrawn from Collective Worship and Religious Education, in which case, alternative supervision will be made. The Governing Board and the Staff place a high value on our Collective Worship and Religious Education, which celebrate the life and work of our school community.

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 2019 and 31 August 2020 into two Reception classes of 30. Of the 60 places available in the Reception classes, a maximum of 30 places will be offered under criterion 6A to C.

Normal Admission Round

In accordance with the co-ordinated admission arrangements agreed with Reading Borough Council, **all applicants must complete a Common Application Form (CAF) from the Local Authority 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 2019.

Applicants under Criterion 6A to C (Church Attendance) 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 2019.

The Local Authority composite book gives information on all schools in Reading and assists parents/carers in expressing their preference for a school. This can be obtained from the Local Authority offices in Bridge St, 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 2019.

Children whose fifth birthday falls between 1 September 2019 and 31 August 2020 will be offered a full time place from the beginning of Term 1 in September 2019 that is as a Rising 5.

It is not the Governors' policy to admit children whose fifth birthday falls after 31 August 2020.

Parents/carers of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may request that their child is not admitted until later in the school year 2019 to 2020 (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, children benefit from starting at the beginning of the school year, rather than part way through it.

Parents/carers of a child whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer born children) who do not wish them to start school in the school year 2019 to 2020, but to be admitted to the Reception Year in September 2020 should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception Year in September 2020. N.B. Parents/carers 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 2020) for a Reception place in September 2020. If their request is refused the parents/carers must decide whether to wait for any offer of a place in September 2019 (subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the Summer Term 2020 for a Year 1 place in September 2020. Parents/carers should be aware that the Year 1 classes may have no vacancies as they could be already full with children transferring from the 2019 to 2020 Reception Year classes.

Parents/carers 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 place will be offered to another child.

Parents/carers 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/carer can demonstrate good reason why their application was not filed in time, e.g. when a single parent/carer has been ill or a family has just moved into the area or returned from abroad.

PARENTS/CARERS 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, (i.e. Reception, Year 1 and Year 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 Board 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/carers 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 page 5).
3. Children living in the designated area agreed with Reading Borough Council who have a sibling or siblings either a) on the roll of the school at the time of the application or b) whose parent/carer has accepted an offer of a place for the sibling(s) at the school and, in either case, c) who is or are expected to be still on the roll at the time of the applicant's entry to the school.
4. Children who live in the designated area. (See page 4).
5. Children who do not live in the designated area but who have a sibling or siblings either a) on the roll of the school at the time of the application or b) whose parent/carer has accepted an offer of a place for the sibling(s) at the school and in either case c) who is or are expected to be still on the roll at the time of the applicant's entry to the school.
- 6A. Children, one of whose parents/carers has attended a set act of worship at All Saints Church or Saint Marks Church Reading on at least one occasion in each calendar month in the 12 months immediately preceding the date of the application.
- 6B. Children, one of whose parents/carers 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 which subscribes 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 school's designated area or in the Parish of Saint Mark and All Saints.

Children, one of whose parents/carers has attended a set act of worship as set out in 6B
- 6C. above but who live outside the designated area or outside the Parish of Saint Mark and All Saints.
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 the distance measured in a straight line between the school and the child's home (see Measuring Distance, Page 5). 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/carer has moved churches during the qualifying period in 6A,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 2019 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 Board up to a term in advance of the desired date of entry (using the six term year).

If parents/carers 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. In-year admissions will comply with the in-year admissions for Reading Borough Council

Admission Outside Normal Age Group

Requests from parents/carers 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/carers discuss their wishes with the Head Teacher in advance of applying for a place. Relevant professionals may be asked 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/carers are advised to check with the school or Reading Borough Council as to whether their house is in the designated area.

It should be noted that the designated area of this school is not the same as the Ecclesiastical 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 individuals 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 submitted with the application form and be returned by the closing date.

Admission Appeals

Parents/carers 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. Details of how to appeal will be explained to the parents/carers 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.

Repeat Applications

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

Meaning of Parent/carer

A parent/carer 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/carers, the home address will be where the child sleeps for the majority of the nights between Sunday and Thursday. The school reserves the right to verify the address.

Special Educational Needs and Disability

The Governing Board complies with *Special Educational Needs - Code of Practice* (paragraph 8.65) which states that denominational considerations cannot override the requirements of S.316 of the Education Act 1996.

The Governing Board 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

Monitoring and Evaluation

The Admissions Policy will be reviewed by the Governing Board annually.

Date approved: March 2018

Date of next review: March 2019