

**Peterborough Diocese Board of Education**

**All Saints CEVA Primary School  
Northampton  
Admission Policy 2019**

***'A school family learning and growing together with Jesus Christ'***

The Governing Body is the Admission Authority in this voluntary aided school and is, therefore, responsible for all admissions.

- The Governing Body will admit up to 60 pupils into each year group.
- The governors will admit all children with an Educational Health and Care Plan (EHCP) which names the school.

**Late Applications**

- The Governing Body will deal with late applications after all the 'on time' applications have been processed. Those refused a place due to the school having admitted up to the Published Admission Number (60) will be advised of their right to appeal.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority.

**Oversubscription Criteria**

1. The governors will admit 'Looked After Children' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, child arrangements or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children who have a sibling attending the school at the time of admission of the child. (See sibling definition).
3. Children of worshipping members of any church which is located in the Northampton ecclesiastical parishes of Kingsthorpe St John the Baptist, St David with St Mark, Holy Trinity with St Paul, St Giles and All Saints and that part of the parish of Boughton to the south and east of Holly Lodge Drive\*\* and is a member of Churches Together in Britain and Ireland; this includes the Church of England.

*These applications must be accompanied by Form SIF/A available from the school. The completed SIF/A will then be sent to the minister with Form SIF/B to verify church allegiance.*

4. The child of a member of staff provided they have been employed by the school for a minimum of two years. (See staff definition).
5. Children living with their parent(s)/legal guardian(s) in the Northampton ecclesiastical parishes of Kingsthorpe St John the Baptist, St David with St Mark, Holy Trinity with St Paul, St Giles and All Saints and that part of the parish of Boughton to the south and east of Holly Lodge Drive.\*\* (For residency definition and parish boundaries, see below.)
6. Children of worshipping members of any church that is a member of Churches Together in Britain and Ireland; this includes the Church of England.

*These applications must be accompanied by Form SIF/A available from the school. The completed SIF/A will then be sent to the minister with Form SIF/B to verify church allegiance.*

7. Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

**Right of Appeal**

Governors will admit up to the published admission number. For any child subsequently refused a place, parent(s)/legal guardian(s) will have the right to appeal against the decision to an independent appeals panel. Those wishing to appeal should write to:

The Clerk to the Appeals Panel  
Diocesan Board of Education  
Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton NN4 7YD

## **NOTES**

### **Tie Breaker**

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the main entrance of the school. (This will be determined by the Local Authority using their standard method as described in the published information to parents.)

### **Residency Definition**

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week. (Parents/legal guardians may be asked to produce evidence of residency/home address at any time during the admissions process.)

### **Parish Boundaries**

For parish boundaries, consult the enclosed map or, for more precision, visit [www.achurchnearyou.com](http://www.achurchnearyou.com), put in your postcode, click on where you live and the name of your parish will be shown.

\*\*encompassing the streets Dixon Road, Briscoe Close, Jacorin Close, Jackson Close and Rowley Way, all of which come within the Parish of Boughton.

### **Definition of Siblings**

The definition of a brother or sister (sometimes referred to as a sibling);

- A brother or sister sharing the same parents.
- A half-brother or half-sister where two children share on common parent.
- A step brother or step sister, where two children are related by a parent's marriage/partnership.
- Adopted children.

A brother or sister **must** be living at the same address when the application is made.

### **Definition of Staff**

The definition of staff will be any permanent member of the school staff, including support and administrative staff, who has been directly employed by the school for a minimum of two years.

### **Definition of worshipping member**

At least one of the parents or guardians of the child is regarded by the priest/minister/worship leader as part of the worshipping community at the church/worship centre.

This would not necessarily mean that the parent is a "member" in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or any other times) that is more than 'occasional' and has been sustained for more than a short, very recent period of time.

### **Waiting Lists**

All parents who are refused a place at the school at any time may wish to place their child's name on a waiting list. Parents must contact the school to request that their child's name is placed on the waiting list. This can be done by telephone or email.

Pupils will be placed on the waiting list in strict order according to their oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to these criteria, not on a first come, first served basis.

Waiting lists are renewed at the start of each academic year in September. If parents wish their child to remain on the waiting list, they should contact the school **within 10 school days** of the start of term in September otherwise their name will be removed.

Please note that children who are the subject of a direction by the Local Authority to admit or who are allocated a place in accordance with a Fair Access protocol must take preference over those on the waiting list.

### **Deferred Entry Into Reception**

The School Admission Code allow parents/carers of summer born children (born between 1<sup>st</sup> April and 31<sup>st</sup> August) to request that their child is admitted out of their normal age group (into Reception in the September following their 5<sup>th</sup> birthday).

For further information about how to make such a request and the process that will be followed including these and summer borns, please see Appendix 1 of our our school Admissions Policy,

## Appendix 1

### All Saints CEVA Primary School Admissions Policy

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

Children are required to start their compulsory education from the beginning of the term following their 5<sup>th</sup> birthday (based on a 3 term year with terms starting in September, January and April). In All Saints School, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5<sup>th</sup> birthday.

##### **Deferred entry:**

Parents/carers can request that *entry to the School* is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the School is required to *hold the place* for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the Summer term.

Any parents/carers considering deferring their child's admission to school are recommended to discuss this with the Head Teacher.

#### 2. Admission of children out of their normal age group

2.1 Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health. Additionally;

2.2 Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1 – *please refer to the section on Summer Born children below.*

##### **Process for requesting a place out of normal age group (*not Summer Born*)**

Parents/carers may seek a place for their child out of their normal age group as stated in 2.1 above. If parents/carers wish to do so, they must contact the Office Manager at the School.

The Admissions Committee of the Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- ❖ the parent's/carer's views;
- ❖ information about the child's academic, social and emotional development;
- ❖ where relevant, the child's medical history and the views of a medical professional;
- ❖ whether the child has previously been educated out of their normal age group;
- ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- ❖ the Head Teacher's views.

**Please note** – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

##### **Requests for admission out of normal age group (*Summer Born children*)**

- Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the Governing Board, as the Board is the responsible for administering the admission arrangements at the School. The request needs to be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to defer applying.
- The Admissions Committee of the Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:
  - ❖ the parent's/carer's views;
  - ❖ information about the child's academic, social and emotional development;
  - ❖ where relevant, the child's medical history and the views of a medical professional;
  
  - ❖ whether the child has previously been educated out of their normal age group;
  - ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
  - ❖ the HeadTeacher's views.

### What happens next?

- The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision. *(For details of when a child has to start school - see paragraph 1 above - "Admission of children below compulsory school age and deferred entry to school");*
- If the Admissions Committee **agrees** to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.  
**Please note** – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;
- If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15<sup>th</sup> January or make an In-year Application for a Year 1 place at the appropriate time.