



Sutton St James Community Primary School



Admissions Policy

Review Date: October 2016

Headteacher: Claire Willows	
Chair of Governors: Peter Horsfield	
Date implemented:	
Date for review:	



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The County Council has delegated to the governing bodies of individual community and controlled schools the decisions about which children to admit. Every school must apply the County Council's oversubscription criteria shown below.

In accordance with the 1996 Education Act, the allocation of school places for children with a statement of special educational needs will take place first. We will then allocate the remaining places in accordance with this policy. Parents can request a part time placement until the term after the child's fifth birthday; they can also defer entry until later in the school year. For entry into reception in September we will allocate places to parents who return an application before we consider any parent who has not returned one.

The oversubscription criteria are listed in the order we apply them. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

Oversubscription criteria

- A. The child is in the care of the local authority or had previously been in care. (1)
- B. There is a brother or sister (2) on roll at the school at the time of application.
- C. The child meets the religious criteria published by an individual Church of England or joint Church of England and Methodist school, (3) which has chosen to give priority on religious grounds.
- D. The school is the nearest one to the home address, as defined in note 4.
- E. The distance from the home to the school, priority will be given to the child living closest the school, as defined in note 5.

Definitions and notes

1. A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order
2. Brother or sister.

A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as

defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation. Alternatively we could offer the children a place in another school and if this school qualifies for free transport we will provide it on application.

Brothers and sisters in the same year group

Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children. Alternatively we could offer all the children a place in another school and if this school qualifies for free transport we will provide it for all of them.

3. A number of Church of England schools give priority to children who meet their religious criteria. These are given in the table below. All these schools require regular monthly attendance at the place of worship for at least a year before making your application unless other arrangements are specified in the table. The attendance should be verified by a signed letter from an officiating minister at the place of worship. If you have only recently moved to the area the school can also consider written evidence of an equivalent commitment to a place of worship at your previous address, provided you have started to worship in the area you have moved to.
4. The nearest school is found by measuring the distance from your address to all schools by driving distance along public highways. We measure electronically along public highways using the post office address point of the home to the post office address point of the school.

By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in

the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him.

It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by driving distance, to the school in question.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

5. The nearest address to the school is found by measuring the distance from your address to the school by driving distance along public highways. We do not measure to any other schools. We measure electronically along public highways using the post office address point of the home to the post office address point of the school.
6. If any of the oversubscription criteria have too many applicants then the tiebreak will be by distance using the method in note 5.
7. Reserve list

For admission into reception the governors will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of August 2013. After this schools will keep the reserve list until the end of the autumn term and possibly longer, you should contact the school for information about the reserve list.

Schools are not required to keep any lists for any other year groups. If you wish your child to join the school at other times you can ask if the governors keep a reserve list. If they do it will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

8. Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the appeal panel is binding on all parties.

You should send your appeal to the school by the end of March and your papers will be passed onto the Legal Services Section

9. Mid-year admissions

The governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system.

10. Fair Access

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

11. For entry into an infant school a brother or sister at the junior school will be taken into account.

12. If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person

13. In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements. For late co-ordinated applications and mid-year applications we will aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the schools oversubscription criteria to their address. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will be asked to consider admitting providing all children in public care and siblings have already been admitted. This will be irrespective of the fact that the school has had appeals or appeals are scheduled.

It maybe that the governors still cannot admit because of organisational or curriculum difficulties within the school. If this is the case, the Local Authority will approach the second and third preferences stated.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow.