

*Swineshead St Mary's
Church of England Primary School*



Admissions Policy

Aims

- To ensure that parents and pupils have as much information as possible about Swineshead St Mary's School and the education that we provide.
- To make each child's start a happy and successful one.
- To begin a partnership with parents that will be lasting

Welcome packs, school brochures and Local Authority Admissions documents are available from the school. Prospective parents are warmly encouraged to tour the school before making their choice.

Parents need to apply direct to the local authority in order to be offered a place.

For the academic school year beginning of the September term the Governors will accept up to the school's published admission number of 36. No infant class is to exceed 30 pupils. In the event of the school being over-subscribed, that is, there are more parents asking for places than there are places available, the Governors will follow the admissions criteria set out below.

In accordance with the Code of Practice for Special Educational Needs, the allocation of school places for children with a Statement of Special Educational Needs will take place before the school allocates other places as part of the annual admissions process.

Admission Criteria

- 1 The school is one preferred by the parents
- 2 The child is in the care of the local authority.¹
- 3 There is a brother or sister² at the school who will be still attending when the child is due to start.
- 5 Faith affiliation – Priority will be given in the order listed to:
 - a. Regular* worshippers at the local Parish Church of Swineshead.
 - b. Regular* worshippers at another Christian church.
 - c. Regular* worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism)

Notes:

**Regular will be defined as at least once a month*

This will be verified by a signed letter from an officiating minister at the place of worship

- 6 The school is the nearest one to the home address.³

- 7 The distance from the home to the school. Priority will be given to the child living nearest the school.⁴

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.

2. Brother or sister

- A full brother or full 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 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.
- In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one, except in cases where infant class size regulations prevent this from happening. If this happens we can only legally offer one place. In this case, parents will be given the choice, either to accept places in the nearest school with two places. In the latter instance, the County Council will provide free transport for both children, provided the distance from home to school qualifies.

3. Nearest school

The nearest school is found by measuring the distance from your address to all schools by driving distance along public highways. This is measured electronically by The School Admissions Team from 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 a 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 child normally live for the majority of the school term time.

4. Distance from home to school

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. This is measured electronically by The School Admissions Team from the post office address point of the home to the post office address point of the school.

Tie-breaker

If any of the oversubscription criteria have too many applicants then the tie-breaker will be by distance using the method in note 5.

We will investigate any concerns we may have about the accuracy of information provided on an application form and may withdraw the offer of a school place if there is evidence that fraudulent claims have been made.

Reserve list

For admission into reception the governors will keep a waiting list which we call a reserve list. If you were not offered a place and you named us as a higher preference, your child is automatically put on the reserve list 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. After this we keep the reserve list until the end of the autumn term and possibly longer.

We are not required to keep any lists for any other year groups. If you wish your child to join the school at other times please contact the school direct.

Right of appeal

Parents who are not offered a place for their child have a right to appeal to an Independent Appeal Panel. Further information about the process and the necessary paperwork can be obtained from the Education Team 01522 782030.

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.

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.