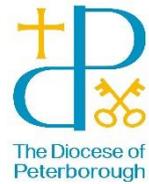




**Peterborough Diocese Board of Education
St Mary's Church of England VA Primary
Academy, Kettering**



Admission Policy 2021

The Governing Body are the Admission Authority in this Voluntary Aided school and are therefore responsible for all admissions.

The Governing Body will admit up to **38** pupils into each year group.

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.

The governors will admit children with an Education, Health and Care (EHC) Plan which names the school.

Oversubscription criteria

1. 'Looked After Children', that is children in local authority care, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. The governors will admit children on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child. *These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social services.*
3. Children of worshipping members of any Church which is located in **Kettering** and is a member of Churches Together in England, 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. Children who have a sibling attending the school at the time of admission. *(see sibling definition below)*
5. Children living with their parent(s)/legal guardian(s) in the ecclesiastical parishes of **Saint Mary's and St John's or the electoral ward of William Knibb (Formerly St Mary's)** *(see residence definition below)*
6. Children of worshipping members of any Church outside of Kettering, that is a member of Churches Together in England, this includes the Church of England. *These applications must be accompanied by form SIF/A available from the school. The completed AR/1 will then be sent to the minister with form SIF/B to verify church allegiance.*
7. Children of parents/legal guardians of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

Allocation to PAN

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight line basis from the address point of the child's home address to the address point of the school using NCC's Geographical Information System.

Tie-breaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

Requests for admission outside the normal age group

Requests for admission outside the normal age group (Summer Born)

Parents/carers who wish to apply for a place in Reception out of the normal age group, should make their request to delay their application in writing to the school in the first instance. The request should be accompanied by reasons for such a request and should be made by **1 November** of the year prior to the year the child should enter Reception if they had not requested to delay applying. This will ensure that if the admission authority does not agree to the request, there is still time for parents/carers to submit an application for the normal year of entry by the statutory deadline (15th January). The admission authority will make a decision 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.

What happens next?

The Admission Authority 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.

If the Admissions Committee **agrees** to the parent's/carer's request to delay 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 delayed 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 January or make an in-year application for a Year 1 place at the appropriate time.

Requests for admission outside the normal age group (Not Summer Born)

Parents/carers may seek a place for their child out of their normal age group. They must put their request in writing to the school. The Admission Authority of the school will consider the request and make a decision 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 views of the Head teacher of the school concerned.

The Admission Authority of the school MUST set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

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. (This does not affect your right of appeal).

Pupils will be placed on the Waiting List in strict order according to the over subscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to these criteria.

Parents must contact the school and request that their child's name is placed on the Waiting List. This can be done by telephone on 01536 485500 or e-mail : office@stmarysprimarykettering.co.uk. The Waiting List will be revised at the time of allocation of places, again in September, January and April.

At the time of allocation of places, parents must contact the school within 7 days to request that their child is placed on the Waiting List. If parents wish their child to remain on the Waiting List they must contact the school in September, January and April.

Parents should contact the school within 10 school days at the beginning of September, January and April. Any places which become available will be allocated after 10 school days at the beginning of September, January and April.

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. Parents wishing to appeal should write to:

The Appeals Administrator

Peterborough Diocesan Board of Education Bouverie Court

6 The Lakes Bedford Road Northampton

NN4 7YD

Notes

Parish Boundaries

For Parish boundaries, please consult the attached map or visit the internet site www.achurchnearyou.com, put in your postcode, click on where you live and the name of your parish will be shown.

Electoral Ward

Please consult the map held at the school office or at Kettering Borough Council offices. 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. (Parent (s)/legal guardians may be asked to produce evidence of residency/home address at any time during the admissions process).

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 2 children share one common parent
a step-brother or step sister, where two children are related by a parent's marriage
adopted children

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

Definition of Home Address (Child's):

The child's home address is defined as the address at which the child normally resides with their parent/carer at the time of application. If a child lives with parents who are separated, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Guidance on "Worshipping Member"

At least one of the parents or guardians of the child are 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 at other times) that is more than "occasional" and has been sustained for more than a short, very recent period of time.

POLICY END

