



*St Francis Church of England Voluntary Aided Primary School*

## Admissions Policy 2017-18

Policy updated by:- Rachel Saunders - Governor  
Agreed by:- Admission Committee of Governors  
Ratified by:- Admission Committee of Governors

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<b>Version No</b>	<b>Date</b>	<b>Change/Review</b>
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V1.3	Autumn 2014	Policy Reviewed
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	March 2016	Policy Reviewed
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	Autumn 2017	

# *St Francis Church of England Voluntary Aided Primary School*

## Admission Policy September 2017

### **Rationale**

The admissions policy has been created to reflect the Christian foundations and the community focus of the school. The oversubscription criteria reflects the governors wish to offer Christian service in education, and offer places to children who regularly attend worship and who live in the parish, also to children living close to the school according to the order of criteria below and within current government legislation or National guidelines. St Francis CE Primary School will be following Swindon LA jointly co-ordinated admission arrangements for admission to primary school in September 2017.

Applications for admission to St Francis School will be dealt with by Swindon Borough Council, in conjunction with the school within the published timescales. Please see [www.swindon.gov.uk](http://www.swindon.gov.uk) for full details of the Swindon scheme. In addition a Supplementary Information Form (SIF) must also be submitted if an application is being made under the faith criterion.

### **Published Admission Number (PAN)**

The number of intended admissions for the year commencing 2017-2018 is 60.

The arrangements in this policy are for admission to the main school and do not apply to those being admitted for nursery provision. For nursery admissions please see the Nursery Admissions Policy document.

### **Oversubscription Criteria**

The following criteria will be applied in the numerical order in which they appear below should the number of applicants in any year group exceed the number of places available, having first deducted from the published admission number those children with a statement of special educational needs that names the school.

If the school is over-subscribed in any of the categories below, priority for admission will be established in accordance with Swindon Authorities' over-subscription criteria i.e. 'priority given to those closest to the school measured as a straight line between the centre point of the rooftop of the home address to the centre point of the rooftop of the school.' If the distance, between two children's homes and the school, is the same then random allocation will be used as a tie breaker to decide who has the highest priority for admission.

*A child who has a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) will be admitted to the school named on the child's statement without reference to the following criteria.*

1. Looked after children<sup>1</sup>, as defined in section 22 of the Children Act 1989, including previously looked after children<sup>2</sup>, at the date of the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it at the time they are admitted to the School.

2. Siblings<sup>3</sup> of children who attend St Francis School at the time that the applicant is due to start. This excludes siblings who attend or have been allocated a place in the nursery facility at St Francis.
3. 50% of the remaining places (rounded up to the nearest whole space) will be allocated to children who live within the ecclesiastical parish of St Andrew North Swindon and are at the heart<sup>4</sup> of a Christian Church<sup>5</sup>. For regular church members who have moved into the ecclesiastical parish of St Andrew, consideration will be made on case by case basis and evidence of attendance at a previous church will need to be confirmed. Part A of the Supplementary Information Form (SIF) must be completed by the parents or carers of the child for whom a place is being applied and Part B of the form should be completed by a minister of the church. The governors advise that the SIF is submitted to the reception desk at the school to ensure that it is considered as part of the admissions process.
4. The remaining spaces will be allocated to children from the local community, with priority given to those closest to the school as in the over-subscription criteria above. If the school is under-subscribed in category 3 then the extra spaces will be given to those children fulfilling category 4. If over-subscribed in category 3 then those children remaining without spaces will be considered within category 4. It is anticipated that these admissions criteria will meet the National guideline that at least 25% of spaces will not be faith based.

## Definitions

1. "Looked after child" is a child who is: (a) in the care of the 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) at the time of making an application to a school.
2. Previously looked after children are children who were looked after, but ceased to be so because:
  - they were adopted (Under the terms of the Adoption and Children Act 2002 Section 46 "adoption orders") or
  - they became subject to a residence order (Under the terms of the Children Act 1989 Section 8 which defines 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live) or
  - a special guardianship order (See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian or special guardians)."
3. Sibling as defined in Swindon Authorities' admissions guide i.e. "Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer'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."
4. 'An applicant 'at the heart of the church' would be a regular worshipper. We suggest that this might normally mean one who worships usually twice a month over a period of at least 2 years prior to the deadline of receipt for applications. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. The 'applicant worshipper' could be the child for whom application is made or one or both parents.' Checks may be made to confirm church attendance.
5. Christian Church means a church that is affiliated to the Council of Churches of Great Britain and Ireland, or a church which is in full sympathy with its Trinitarian stance. For more information please see website [www.ctbi.org.uk](http://www.ctbi.org.uk) or contact the school office.

### **Deferred Entry**

Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made.

It should be noted, however, that such children will only be allowed to start at the beginning of a term.

Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Where a parent wishes for their child to attend part time, this should be discussed with the Head Teacher.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group. Parents should contact the school at the earliest opportunity to discuss the reasons for this request. For children who would normally be applying for a Reception Class place the request should be before the end of the Autumn term so that the closing date of 15<sup>th</sup> January 2017 is met.

The school may ask for additional information to support the request. The School will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned taking into account the views of the parents and in consultation with the school's head teacher. The reasons for this decision will be fully communicated to the parents.

Applying for a place outside the normal age group will not prejudice the allocation of a place and the application will be judged equally under the oversubscription criteria if applicable.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Multiple Births**

The Governing Body will endeavour to place siblings born at the same time (e.g. twins, triplets etc) in the school. If necessary the school may admit over Pupil Admission Number (PAN) to accommodate such children.

### **Waiting List**

St Francis Church of England School holds and maintains its own waiting list which is maintained until the end of the school year an application was made. Placement will be determined by applying St Francis Church of England Primary over-subscription criteria. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications.

Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

### **Late Applications**

The closing date for applications for 2017-2018 is the 15<sup>th</sup> January 2017. Applications may be submitted after this date but they will be deemed as late applications, this means that they will not be considered until after all on time applications. If a Supplementary Information Form is being submitted this also must be submitted to the school by this date.

### **In Year Admissions**

The above criteria will be applied for in year applications made during the school year where there are more applicants than places. Parents must apply using the forms provided by the LA and these must be submitted to the LA in the first instance. The LA

will then pass the form on to the School's Governing Body to consider admission according to its admissions number and admissions criteria. The school will notify the parent and the LA of the decision.

### **Appeals Procedure**

Any child who is refused a place at St Francis School has the right to an appeal against this decision. An appeal form needs to be completed and returned to the school and an independent panel will be arranged to consider the appeal. Details of this process will be provided alongside the refusal letter.

### **Misleading Applications**

Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (eg a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

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Supplementary Information Form  
PART A

This form should be submitted directly to the school by the closing date of the 15<sup>th</sup> January 2017 for places in the Reception year.

St Francis School, Taw Hill is a voluntary aided Church of England school, which means that the governing body is the admissions authority for the school.

Criterion 3 of the admissions criteria states that places will be allocated to children who live within the ecclesiastical parish of St Andrew North Swindon and are at the heart<sup>1</sup> of a Christian Church that is affiliated to the Council of Churches of Great Britain and Ireland, or a church which is in full sympathy with its Trinitarian stance.

Please only complete this form if you believe that you meet this criterion.

Details of Church

Name of Church:

Name of Minister:

Address of Minister:

Tel:

Details of child

Surname:

First Name/s:

Address:

Tel:

Signed:

Relationship to child:

Date:

Definition

<sup>1</sup> The definition of 'at the heart of the Church' is covered in point 16 of the National Society's guidelines: 'An applicant „at the heart of the church' would be a regular worshipper. We suggest that this might normally mean one who worships usually twice a month over a period of at least 2 years prior to the deadline of receipt for applications. To accommodate difficult patterns of work and family relationships account should be taken of week-day worship. The 'applicant worshipper' could be the child for whom application is made or one or both parents

Supplementary Information Form

PART B

Child's Name:

The parent/carer in Part A has applied for a place at St Francis School, Taw Hill. We ask you to confirm that the applicant is at the "heart of the Church" as defined in Part A. Thank you for your assistance in completing this form.

To be completed by the minister of the church.

I, ..... (insert name of minister) confirm that the applicant identified in Part A is at the heart of the church as defined in Part A.

I can confirm that the church is affiliated to the Council of Churches of Great Britain and Ireland, or a church which is in full sympathy with its Trinitarian stance.

Signed:

Date: