



St Francis Church of England Voluntary Aided Primary School

Admissions Policy 2018-2019

Policy updated by:- Rachel Saunders (Chair-Admissions)
Agreed by:- Full Governing Board
Approved by:- Bristol Diocese

Date 27th February 2017

Version No	Date	Change/Review
V1.2	November 2014	Policy Adopted
V1.3	Autumn 2014	Policy Reviewed
	October 2015	Policy Reviewed
	March 2016	Policy Reviewed
V1.4	Autumn 2016	Policy Amended
	January 2017	Consultation ended
	February 2017	Final approval by FGB

St Francis Church of England Voluntary Aided Primary School

Admission Policy for School September 2018

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 2018.

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 for full details of the Swindon scheme. In addition, a Supplementary Information Form (SIF) must also be submitted to the school office by the 15th January 2018 if an application is being made under the faith category. The SIF can be found at the end of this document.

Published Admission Number (PAN)

The number of intended admissions to Reception for the year commencing 2018-19 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

If the school is undersubscribed then applicants will be offered a place. If the school is oversubscribed the following criteria will be used to allocate places in the following order.

If a child has a Statement of Special Educational Needs, Health and Care Plan (EHCP) naming St Francis School then they will be admitted to the school without reference to the following criteria.

For all other children, if the number of applicants exceeds the number of available places then the following criteria will be followed in numerical order.

1. Looked after children¹, as defined in section 22 of the Children Act 1989, including previously looked after children², 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. Siblings³ 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 place) will be allocated to children who live within the ecclesiastical parish of St Andrew North

Swindon (please see map attached) and are at the heart⁴ of a Christian Church⁵. 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 sought and Part B of the form should be completed by a minister of the church. The SIF must be submitted to the school reception desk no later than the **15th January 2018**, to ensure that it is considered as part of the admissions process. If a SIF form is not completed and handed in on time the application will not be considered under criterion 3

If the school is under-subscribed in this category then the extra places will be given to those fulfilling category 4.

If the school is over-subscribed in this criteria then the church places will be allocated on the basis of those church applicants living closest to the school (in accordance with the provisions made in criterion 4)

4. The remaining spaces will be allocated to all other applicants, with priority given to those closest to the school. Priority is 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.

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" means brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of a parent's partner/carer's partner and refers to those children who are living at the same family address in the same family unit as the sibling for more than 50% of the time. Evidence of the address at which the child is living the majority of the time can be obtained by confirming the address at which the child is registered at with their GP.
4. An applicant 'at the heart of the church' would be a regular worshipper. We suggest that this means one who worships 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 will be made to confirm church attendance via the information provided to us in the SIF.

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 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 made by the 1st December 2017 so that the closing date of 15th January 2018 is met. The school may ask for additional information to support the request. The Governing Body 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

When the 60th place has been offered to a child who has a sibling born at the same time (e.g. twins, triplets etc) then the Governors will endeavour to place the said sibling 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 for which an application was made. Placement will be determined by applying the 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 2018-2019 is the **15th January 2018**. 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 oversubscription 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 oversubscription 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 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 (e.g. 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.

St Francis Church of England Voluntary Aided Primary School
Supplementary Information Form
PART A

This form should be submitted directly to the school by the closing date of the 15th January 2018 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 heart¹ 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 criteria.

Details of Church :

Name of Church:

Name of Minister:

Address of Minister:

Tel:

Name of parent/carer:

Name of child:

Address:

Tel:

Signed:

Relationship to child:

Date:

Definition

1 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 means one who worships 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

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:

