

St Francis of Assisi Voluntary Aided Church of England Primary School

Admissions Policy 2016 – 2017

January 2015 (to be reviewed June 2015)

Introduction

St Francis of Assisi Voluntary Aided Church of England Primary School is a Church of England Voluntary Aided Primary school in the Diocese of York and is maintained by Stockton-on-Tees LA.

The school provides a distinctively Christian education for children aged 3+ to 11+ years, with priority being given to children who live and worship within the ecclesiastical parish of St Francis of Assisi Church of England.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of York Diocesan schools were established to provide education for the children of the parish within a Christian context. This two-fold aim of being “distinctively Christian” and “serving the local community” is reflected in the school’s admission criteria.

St Francis is a Voluntary Aided school for which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of law, the school trust deed, advice from the Diocesan Board of Education and its duty to the community and the Common Good.

The admission number for Reception in 2016/2017 is 60.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION on 01642 769942.

Date of Admission to the School for 2016/2017

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body, being the Admission Authority for this school, will admit all accepted children into school in September 2015.

Criteria for Admission:

Where there are more applications for admission than the planned admission number stated (see Footnote 1), the Governing Body/Admission Committee will apply the following criteria in strict order of priority.

If the admission number is reached mid-category, applications in that category will be prioritised on the distance of the child’s ordinary place of residence to the front main entrance to the school building measured as the crow flies i.e. in a straight line. The distance is always measured using the Local Authority’s electronic system.

Please note:

A limit of 15 places (ie. 25% of the total) will be allocated on St Francis Church grounds i.e. in categories 2a and 2b. Should this limit be reached mid-category then those living closest to the school will be given preference. Any applicant not included in the first 25% will then be placed into the next appropriate category.

Category One

Children who are resident within the ecclesiastical parish of Ingleby Barwick and :

1. Are 'looked after' or were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order (footnote 2)
- 2a who have a parent/carer (footnote 3) who regularly and frequently attends the parish church of St Francis (footnote 4) and who will have an elder brother or sister (footnote 5) in school at the anticipated time of admission
- 2b who have a parent/carer who regularly and frequently attends the parish church of St Francis (footnotes 3 and 4)
- 3 who will have an elder brother or sister (footnote 5) in school at the anticipated time of admission
- 4 whose parents/carers are seeking a Christian environment for their child's education

Category Two

Children who are resident outside the ecclesiastical parish of Ingleby Barwick and :

1. Are 'looked after' or were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order (footnote 2)
- 2a who have a parent/carer (footnote 3) who regularly and frequently attends the parish church of St Francis (footnote 4) and who will have an elder brother or sister (footnote 5) in school at the anticipated time of admission
- 2b who have a parent/carer (footnote 3) who regularly and frequently attends the parish church of St Francis (footnotes 3 and 4)
- 3 who will have an elder brother or sister in school at the anticipated time of admission (footnote 5)
- 4 whose parents/carers are seeking a Christian environment for their child's education

Footnotes:

Footnote 1

This number has been calculated according to the net capacity of the school, which the law defines and has been agreed with Stockton LA

Footnote 2

Definition of a Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989)

An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Footnote 3

Parent/Carer refers to the child's legal guardian

Footnote 4

- A regular worshipper at the parish church of St Francis is defined by this policy as a parent/carer who has attended Holy Communion, also called 'The Eucharist', at least once per month for a period of three years previous to application for Reception.
- At least one of the parents/carers will have been baptized by water in the name of the Holy Trinity prior to the three year period.
- Evidence of regular attendance (through the church attendance register) and baptism (certificate or an entry in a baptism register) will be sought.
- If a parent/carer has moved into the parish of Ingleby Barwick within the qualifying period of attendance required for a church place, and has begun attending the parish church of St Francis, evidence of the parent/carer's previous attendance at another Church of England parish church will be sought.

N.B. Applicants seeking a foundation place who have moved into the parish within the three years to the time of application and attend St Francis Parish Church will be required to provide evidence from their parish priest of their previous attendance at another Anglican Church prior to their move into Ingleby Barwick. The requirements as laid out in this policy defining a regular worshipper will apply to those who had attended other Anglican churches prior to their move and now attend at St Francis Church.

Footnote 5

Definition of Sibling

A brother and/or sister including step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.

Place of residence

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Waiting List

1. Names of children will automatically be placed on the waiting list for this school, when the child has been refused admission
2. A vacancy only arises in the Reception Year when the number of offers to the school falls below the admission number (or a higher admission limit where one has been set)
3. The waiting list will be established on the first day of admission
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria
5. Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

N.B Child will be placed on waiting list for one term from the date of the request, after which parents/carers will need to inform school that they wish their child to remain on the list.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn up to eight weeks after the child entering the school. If a child is allowed to stay in school we will not allow any future applications on sibling grounds to be considered.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Applications outside of the normal admissions round

1. Reception Year

Where applications are received for admission to school following the offer day they will be dealt with as follows:

- a) Single admission to Reception Year where the Year Group is below the admission number (or higher admission limit where one has been set).
The parent will be offered a place.
- b) Single admission to Reception Year where the Year Group is above the admission number (or higher admission limit where one has been set)
 - i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, the parent **will be offered a place.**
 - ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, the parent **will be refused the offer of a place.**

2. Years 1 to 6

Single admission to Years 1 to 6 where the year group is above the admission number (or what was the standard number when the year group was the relevant year group Reception).

- i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, the parent **will be offered a place.**
- ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, the parent **will be refused the offer of a place.**

The prejudice referred to under (i) and (ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Governing Body to comply with the limit on infant class sizes.

3. Sibling admissions

- a) Where the respective year groups are below the admission number or the former standard number **the parent will be offered a place.**
- b) Where the respective year groups are above the admission number or the former standard number:
 - i) If the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admissions, **the parent will be offered a place.**
 - ii) If the Governing body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admissions, **the parent will be refused the offer of places.**
- c) Where one or more of the respective year groups is above the admission number or the former standard number and the remainder of the year groups are below, (where the Governing Body determines that family circumstances outweigh the prejudice that would otherwise be caused by any or all of the admissions) **the parent will be offered places.**

Nursery Admissions

Please note that Nursery admissions follow the same criteria as the rest of the school with the exception of two years attendance at St Francis of Assisi Church at the time of application, rather than the three years attendance required for the Reception Class. **Acceptance into Nursery does not guarantee admission into the Reception Class.**

Appeals against the Governing Body's decision to refuse admission

1. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local education authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 school days of receiving the refusal letter to the address shown on the form. The appeal will be organised by the Democratic Services section of Stockton Borough Council and the school/governing body informed of the appeal.

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Common Application Forms will be available from the Local Authority (LA). If you already have a child in the Nursery of this school, or another Stockton-on-Tees school, you will be given an application pack through the school. After completion all Common Application Forms need to be returned to the Local Authority, and any additional information forms returned to St Francis.

Timetable

Closing date for receiving applications	tba
National Offer day	tba

Documentation Required

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. You must obtain, from the school or the LA, an Additional Information form which you must complete and hand back in at the school or to the LA by tba
3. This Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
4. Failure to hand in the Additional Information form may affect which priority of admission category your application is placed in.