

ST MARYCHURCH C. of E. (V.A.) PRIMARY & NURSERY SCHOOL



POLICY FOR ADMISSIONS TO THE MAIN SCHOOL

2012-2013

Contents

Admissions outside a child's normal age group,	6
Admissions oversubscription criteria,	5
Admissions policy purpose,	2
Choice advice,	3
Contact details and further information,	8
Deferred admission,	4
Definitions,	7
Designated area,	6
Extended schooling,	6
Flexi-schooling,	6
Home-school agreement,	6
How to apply for a place at the normal round,	3
How to apply outside the normal round - in-year admissions,	4
Objections to this policy,	6
Points of admission,	4
Policy version,	8
School ethos,	2
School fees and charges,	6
School Statement of aims,	2
Summary of Information,	2
Supplementary Information Form,	9
The need to apply,	2
Uniform policy,	6
Visiting our school,	3
Waiting lists,	4
What happens next?,	3
What if an application is refused?,	4
What if the application was late?,	3

SCHOOL MISSION STATEMENT

We work to provide high quality education within a caring, secure and stimulating environment, which promotes Christian values based on the teachings of the Church of England.

All our children are given every opportunity, help and encouragement to develop academically, emotionally, physically, socially and spiritually to their full potential.

The information given in this policy is correct for the school year shown. This could be altered for future years and we advise you to check that no amendments have been made. The policy is reviewed annually by the Governing Body in consultation with the Diocese of Exeter and Torbay Authority.

The School serves a fairly wide area around the school. It does not have a designated catchment area but was set up to serve the ecclesiastical parish of St Marychurch.

St Marychurch Church of England Primary and Nursery School is a Voluntary Aided school located in the Diocese of Exeter. The governing body of a Voluntary Aided school is the admission authority and has responsibility for admission policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Torbay Authority, available at www.torbay.gov.uk. All policies and procedures seek to comply with the requirements of the School Admissions Code of Practice, available at www.dscf.gov.uk/sacode.

Planned Admission Number for 2012-2013	45
Is the planned organisation of the Reception intake subject to Key Stage One legislation	Yes
Supplementary Information Form used to provide evidence of religious grounds	Yes
Home-School Agreement offered to parents	Yes
School uniform	Yes
Points of entry to school	All children who are allocated a place at the school have the option to be admitted in the September following their fourth birthday. Please see the note below regarding a parent's right to defer entry to school.

THE NEED TO APPLY

All parents must make an application for their child to be admitted to a maintained primary or infant school, using a Common Application Form from the LA. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular pre-school or nursery;
- a parent has expressed an interest at any time in the school;
- a child is a member of any religious community; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with the LA and will publicise the need to apply but the responsibility for making an application will be with the parent.

CHOICE ADVICE

Torbay provides advice and support to parents unsure how to apply and express preferences for schools. In addition to Torbay Admissions and Student Services, there is independent support from Torbay's Choice Advisor.

VISITING OUR SCHOOL

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in the Reception class of a school can do so each LA co-ordinates applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For our school, Torbay is the LA which co-ordinates applications which have been made either direct to Torbay or passed on by other LAs.

Every parent who wishes to express a preference for a place here must use a LA Common Application Form. For residents of Torbay, this is available online at www.torbay.gov.uk or within the TIPS primary admissions booklet. A reference copy will be available at the school. Residents of neighbouring LA, Devon - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the LA closing date; **15 January 2012**. In addition, parents applying for a place on religious grounds are also advised to complete a Supplementary Information Form. These forms are available direct from the school or from Torbay Authority. Supplementary Information Forms should be completed and returned to the school by the Torbay Authority closing date. Without a Supplementary Information Form, the governing body will still consider the application but will not be in a position to prioritise it according to religious grounds.

WHAT HAPPENS NEXT?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available the governing body will prioritise applications according to the oversubscription criteria below.

Torbay Authority co-ordinates admissions for all primary and infant schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home Authority will write (or email if the application was online) in April 2012 to advise which school place has been allocated. The offer date in Torbay is **15th April 2012**.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself. Every parent who makes an application for admission will be offered a school place by the LA – either at a school they have named or at an alternative.

WHAT IF THE APPLICATION WAS LATE?

If an application is submitted by a parent after the closing date but before offers are made, it won't be considered late if it wasn't possible for the parent to apply on time and so long as there is sufficient time to consider it. For instance, a parent may have moved home and had to apply after the closing date or there may have been exceptionally difficult domestic circumstances which prevented the application being made on time. Torbay considers applications received after the closing date according to its Primary Co-ordinated Admissions Scheme. This is available at www.torbay.gov.uk .

Late applications will not be allocated a place at a school at the expense of any applicant who applied on time. If an application is late and a place is refused, the LA will allocate a place at an alternative school.

WHAT IF AN APPLICATION IS REFUSED?

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

We organise our Reception and Key Stage One children into classes of 30. This is the legal maximum number of children allowed in a Key Stage One class with one qualified teacher. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class. Any appeal for a place here is subject to Key Stage One or Infant Class Size Legislation; a more limited form of appeal. Further information is available by contacting the Clerk to the Appeals Panel.

WAITING LISTS

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child's place may rise or fall on the list as places are offered and new applications are made. The waiting list will be administered by the School Admissions Team with a copy being held here at the school. Lists will be kept until 31st December.

POINTS OF ADMISSION

There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday.

DEFERRED ADMISSION

September 2012 is the earliest point for admission to the Reception class at this school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. The place offered for their child **will be held open and will not be offered to another child**. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

Children born between 1 April and 31 August cannot defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in June 2012.

The Torbay Authority policy on deferred admission can be viewed at www.torbay.gov.uk. It applies to all schools in Torbay including this one.

HOW TO APPLY OUTSIDE THE NORMAL ROUND - IN-YEAR ADMISSIONS

Requests for admission to Reception made after the normal round of admissions – after 31 August 2012 – and requests for places in other Year Groups should be made direct to the LA where the child is resident. All In-Year admissions to the school will be made in line with Torbay LA's In-Year Co-ordinated Admissions Scheme. This is available for review at www.torbay.gov.uk.

ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR ST MARYCHURCH C. of E. (V.A.) PRIMARY & NURSERY SCHOOL

A child with a Statement of Special Educational Needs (SEN) which names our school will be admitted.

Where we receive more applications than the number of places available - the Planned Admission Number - the governing body will prioritise applications using the following criteria:

OVERSUBSCRIPTION CRITERIA

In the event of the number of applications exceeding the number of places available to offer, the following oversubscription criteria will be used:

- Normally there will be no more than 32 Foundation places reserved for children of practising Church of England families. Priority will be given to Children in Care who fulfil this criteria.
 - Of the remaining places, not more than 8 will be normally allocated to families of other Christian Churches. Priority will be given to Children in Care who fulfil this criteria.
 - The remaining 5 places will be open places. Priority will be given to Children in Care who fulfil this criteria.
1. In allocating Foundation places, the Governors will give priority to children from families who are recognized, practising communicant members of the Church of England. In the event that Foundation places are not filled places will be offered to children from the next criteria.
 2. In allocating places to families of other Christian Churches, priority will be given to families who are recognized members of the Roman Catholic Church and Churches which are members of the British Council of Churches.
 3. In allocating places in each category, priority will be given to the following criteria:-
 - (i) Children whose siblings will be attending this School at the time of admission.
 - (ii) Children with special social or medical needs. Supporting evidence in the form of a letter from a relevant professional will be needed – see definitions for details
- (a) Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available. Distance will be measured in a straight line from the entrance of the home address to the main entrance of the school using a Geographical Information System. In the event of both children living equidistance from the school the final tie breaker will be the drawing of lots.
- (b) Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here, including offering place(s) above the Planned Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings and the commitment to meeting the preference of children for their designated school. Should this result in more than 30 children in a Key Stage One class, qualifying measures will be taken to ensure that Key Stage One class size legislation is not breached. Where that is not possible, parents will be invited to decide which of the children should be allocated the available

place(s) or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.

(c) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(d) A sibling will be considered where he or she will be attending in Reception or Years 1 to 6 at the time for which admission is sought.

(e) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

ADMISSIONS OUTSIDE A CHILD'S NORMAL AGE GROUP

Parents can request a place in a different Year Group if, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused unless we offer a place in the child's normal age group.

FLEXI-SCHOOLING

This school respects requests from parents for their child to be part educated at home. Requests will be considered on an individual basis and will be determined by the Headteacher. There will be consideration of the benefits and disadvantages expected for the child as well as the impact on the school with regard, for example, to organisation and discipline.

DESIGNATED AREA

The School serves a fairly wide area around the school. It does not have a designated catchment area but was set up to serve the ecclesiastical parish of St Marychurch.

EXTENDED SCHOOLING

This school does offer extended school arrangements. Further information is available from the school and our website.

HOME-SCHOOL AGREEMENT

Admission to school is not conditional on signing a home-school agreement. However, we will offer this to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents in their child's education.

UNIFORM POLICY

Children attending our school are expected to wear a uniform. The items required can be viewed on our school website. They are available from the school's uniform supplier (National Schoolwear Centre, Torquay) and also from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised.

SCHOOL FEES AND CHARGES

There is no charge for applying for a place at this school, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school and can be viewed on our website.

OBJECTIONS TO THIS POLICY

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at www.schoolsadjudicator.gov.uk. This should be by the 31 July.

DEFINITIONS

Children in Care	These children are looked after by or provided with accommodation in the exercise of its functions by Torbay LA or any other LA which has informed Torbay LA of its wish to place a child. Previously, these children were called Looked After.
Designated Area	The geographical area served by a particular school. It is sometimes called the 'catchment' area. Residents of a school's designated area have a higher priority for places when a school is oversubscribed than those who live outside the area.
Living	This is defined as the address where the child is normally resident. Where a child lives at more than one address through shared residency, the home address will be with the parent who receives Child Benefit.
Parent	A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. Where we use the term parent, we also mean carer or guardian.
Planned Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Primary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Practising Church of England families and families of other Christian Churches	Attends church on at least a monthly basis. If you are applying to the school on religious grounds you need to complete the supplementary information form available direct from the school. This form includes a section for your priest/minister to sign and confirm your regular attendance.
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
Supporting Evidence in determining Medical/Social Need	<ol style="list-style-type: none">1. A description of the social/medical need from the appropriate professional – Doctor, Social Worker, Educational Psychologist etc.2. The possible implications for the child's learning.3. The reasons why St. Marychurch School would be the appropriate placement.4. This evidence should be submitted with the application form.

CONTACTS AND FURTHER INFORMATION

School

Philip Mantell
Headteacher
St Marychurch C of E (VA) Primary & Nursery School
Hartop Road
St Marychurch
Torquay
TQ1 4QH
Telephone : 01803 329070
Website: www.st-marychurch-primary.org.uk
Email: admin@st-marychurch-primary.torbay.sch.uk

The Diocese of Exeter
Diocesan Board of Education
The Old Deanery
The Cloisters
Exeter EX1 1HS
01392 294939

Admissions & Student Services

school.admissions@torbay.gov.uk

Telephone 01803 208208

Websites for the primary co-ordinated scheme and in-year co-ordinated scheme
www.torbay.gov.uk

School Appeals

Clerk to the Torbay Independent Appeals Panel, Town Hall, Castle Circus, Torquay, TQ1 3DR
Telephone 01803 207012
democratic.services@torbay.gov.uk

Torquay West Cluster Team **(Attendance and welfare issues)**

Telephone 208104
www.torbay.gov.uk

The Department for Education (DFE)

Telephone 0870 000 2288

Website address www.education.gov.uk

Choice Adviser

Telephone 01803 208039

choiceadvisor@torbay.gov.uk

www.torbay.gov.uk

Policy version

This policy was revised by the Admissions Committee on 11th October 2010. Agreed at the Full Governors Meeting on 6th December 2010.

Determined in March 2011.

It will be reviewed in 2011.

ST MARYCHURCH C. of E. (V.A.) PRIMARY & NURSERY SCHOOL



SUPPLEMENTARY INFORMATION FORM - PART A
Admission in 2012 - 13

To be completed by the parent

St Marychurch C of E (VA) Primary school is a Voluntary Aided school. The governing body of a Voluntary Aided school is the admission authority and has responsibility for setting the admission policy.

If there are more applications than there are places, the governing body will also prioritise applications where evidence can be provided that one of the criteria as described in the Admission Policy – Oversubscription Criteria, has been met. If you wish your child to be considered under the religious grounds of criteria 1 / criterion 2, please complete this form and return it to the school by the closing date of **15 January 2012**. If you do **not** wish your child to be considered under the above criteria, this form is **not** necessary (but see below about a Local Authority Common Application Form). If you are applying outside the normal round of admissions you will need to return both parts of this form to the school as soon as possible.

For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official who should complete Part B and return it to the school. Only where both parts are returned by the closing date of **15 January 2012** can this information can be considered as on time by the governing body and your application prioritised accordingly. Failure to return this form may result in any application being considered under the “non church” criteria.

You must, in all instances, complete a Local Authority Common Application Form and return that to the Local Authority by 15 January 2012 for it to be considered as on time.

Name of child:

Surname		First name/s	
Date of Birth			

If you are applying to this school on faith grounds, please complete the following sections:

Name of place of worship			
Address			
Name of vicar / priest / minister / faith leader / church officer:		Telephone Number	
Address		Post code	
Email Address			

Continued on reverse

Please place a tick in the box which describes your circumstances			
critterion	1	<input type="checkbox"/>	In allocating Foundation places, the Governors will give priority to children from families who are recognized, practising communicant members of the Church of England. In the event that Foundation places are not filled places will be offered to children from the next criteria.
critterion	2	<input type="checkbox"/>	In allocating places to families of other Christian Churches, priority will be given to families who are recognized members of the Roman Catholic Church and Churches which are members of the British Council of Churches

I confirm that I have submitted a Local Authority Common Application Form for the child named on this form.

SignedParent/Carer Date

Print Name.....

Please take or send this form to your vicar, priest, minister, faith leader or church officer so that they can complete Part B by way of verification of the information you have provided.

ST MARYCHURCH C. of E. (V.A.) PRIMARY & NURSERY SCHOOL



**SUPPLEMENTARY INFORMATION FORM
PART B
Admission in 2012-13**

To be completed by vicar / priest / minister / faith leader / church officer

The parent whose details appear in Part A of this form has given your name as a reference for his/her commitment to your church/place of worship. We ask that you confirm your knowledge of this child or family in relation to the faith criteria below.

Please place a tick in the box which describes the child's circumstances

critterion 1	<input type="checkbox"/>	In allocating Foundation places, the Governors will give priority to children from families who are recognized, practising communicant members of the Church of England. In the event that Foundation places are not filled places will be offered to children from the next criteria.
critterion 2	<input type="checkbox"/>	In allocating places to families of other Christian Churches, priority will be given to families who are recognized members of the Roman Catholic Church and Churches which are members of the British Council of Churches

**I CONFIRM THAT THE FAMILY IS KNOWN TO ME AND ATTEND CHURCH:
DAILY, WEEKLY, MONTHLY
(Please circle as applicable)**

Signed

Name Date:

Position

Church/place of worship

Please return this form to the school by **15 Jan 2012**

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.