

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



**POLICY FOR ADMISSIONS TO THE MAIN SCHOOL  
2010 (Agreed by Governors 24.03.09)**

**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.

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

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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 Council.

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.

**THE ADMISSIONS TIMETABLE**

The Local Authority (LA) operates a timetabled co-ordinated admissions procedure for all Primary Schools in line with government legislation. The school operates its admission procedures in line with the Local Authority's Co-ordinated Admissions Scheme.

The LA will manage the process on behalf of the school according to the scheme published each year. The Governing Body of this School, as Admission Authority, will prioritise the available places in line with this policy if there are more applications than places.

**RECEPTION YEAR ADMISSION**

Parents and Carers are required to complete a Local Authority Common Application Form (CAF). The closing date for admission application forms to be received is usually early October (2009). Information on completing the 'on line' application and notification dates of admission decisions are published within the Torbay Information for Parents and Schools (TIPS 5) booklet (online at [www.torbay.gov.uk](http://www.torbay.gov.uk), via Torbay Council Admissions and Student Services (01803 208908) or from the school office). Booklets are available each September for admission the following academic year.

Those families requesting either a Foundation or Other Christian Church place are also required to complete the School's Supplementary Information Form (SIF), available from the school office. Part of the form needs to be completed by the Parish Priest.

Children reach the legal school age at the beginning of the term following their 5<sup>th</sup> birthday. However, our policy is to admit them as 4 year olds. Children are admitted into the School's Reception year at one point of entry each September.

Deferred Admission - A parent may delay their child's admission date, until their fifth birthday, without losing their child's school place, within the same academic year.

Children born between 1 September and 28<sup>th</sup>/29<sup>th</sup> February can defer entry until the start of the spring term (January). Children born between 1<sup>st</sup> March and 31<sup>st</sup> August do not have an automatic right to defer admission

The Governors consult with the Local Authority and the Diocese of Exeter when deciding how many children to accept into each year group. At present we have a Planned Admission

Number (PAN) of 45 children into each year group. In Foundation Stage and Key Stage 1 the legal class size limit is 30 children. The Governors have decided that, in normal circumstances, they do not wish any class to contain any more than 30 children.

The school will admit children with statements of Special Educational Needs in which our school is named. Any child admitted will count towards the Planned Admission Number (PAN).

### **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<sup>1</sup> 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. Foundation places
    - (i) Children in Care
    - (ii) 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. Other Christian Churches,
    - (i) Children in Care
    - (ii) Families who are recognized members of the Roman Catholic Church and Churches which are members of the British Council of Churches.
  3. Open places, priority will be given to the following criteria:-
    - (i) Children in Care
    - (ii) Children whose siblings<sup>3</sup> will be attending this School at the time of admission.
    - (iii) Children with special social or medical needs.

Where there are more applications than places available<sup>2</sup> in a particular category, those living<sup>2</sup> 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.

### **LATE APPLICATIONS**

Once the School Governors have allocated places for the next academic year, any vacancies will be filled on a first-come first-served basis until the Planned Admission Number is reached. If numbers exceed the Planned Admission Number the School will set up and maintain a waiting list for unsuccessful applicants. If places subsequently become available these will be allocated to applicants on the waiting list according to the oversubscription criteria above.

### **MID PHASE ADMISSIONS**

Admissions to School Years other than Reception will be considered by the Governing Body in line with the Local Authority's Mid-Phase Admission Scheme. A Torbay Information for Parents and Schools (TIPS 4) booklet is available by request from Torbay Council Admissions & Student Services Section on 01803 208908.

## **ADMISSION APPEALS**

Parents who are not offered a place for their child have the right to appeal to an Independent Appeal Panel. Parents wishing to appeal should contact:

Torbay Independent Appeals Panel,  
C/o Democratic Services,  
Town Hall,  
Castle Circus,  
Torquay TQ1 3DR.

## **DEFINITIONS**

- 1. Children in Care** These children are looked after by or provided with accommodation in the exercise of its functions by Torbay Local Authority or any other local authority which has informed Torbay LA of its wish to place a child.
  
- 2. Living** This is defined as the address where the child is normally resident. Where a child resides through shared custody, the address will be with the parent who receives child benefit.
  
- 3. 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.